



# **FULL ACCESS NCIC TRAINING 2016**

***CJIS UNIT  
TRAINING & AUDIT***

# INTRODUCTION TO NCIC

National Crime Information Center (NCIC) began in 1967 with the goal to help the criminal justice community perform its duties through accurate and timely information sharing.

NCIC is a computerized information system designed to serve criminal justice agencies in all 50 states, the District of Columbia, Puerto Rico, Canada, as well as receiving information from Interpol.

# NCIC TODAY

- ☐ Article
- ☐ Boat
- ☐ Foreign Fugitive
- ☐ Gang
- ☐ Gun
- ☐ Identity Theft
- ☐ III
- ☐ Image
- ☐ Immigration Violator
- ☐ License Plate
- ☐ Missing Person
- ☐ NICS Denied Transaction
- ☐ ORI
- ☐ Protection Order
- ☐ Protective Interest
- ☐ Securities
- ☐ National Sex Offender Registry
- ☐ Supervised Release
- ☐ Known/ Appropriately Suspected Terrorist
- ☐ Unidentified Person
- ☐ Vehicle
- ☐ Vehicle & Boat Part
- ☐ Violent Person
- ☐ Wanted Person

# THE FILES OF NCIC

These files contain informational and/or officer safety related records only:

- ☐ Gang
- ☐ Identity Theft
- ☐ Missing Person
- ☐ NICS Denied Transactions
- ☐ Protection Order
- ☐ Protective Interest
- ☐ National Sex Offender Registry
- ☐ Supervised Release
- ☐ Known or Appropriately Suspected Terrorist (KST)
- ☐ Unidentified Person
- ☐ Violent Person

# THE RESTRICTED FILES OF NCIC

- ❑ Gang
- ❑ Identity Theft
- ❑ Historical Protection Order
- ❑ NICS Denied Transactions
- ❑ Person With Information (PWI)
- ❑ Protective Interest
- ❑ National Sex Offender Registry
- ❑ Supervised Release
- ❑ Known or Appropriately Suspected Terrorist (KST)
- ❑ Violent Person

In addition, Criminal History Record Information (CHRI) obtained from the Interstate Identification Index (III), is also confidential.

# THE FILES OF NCIC

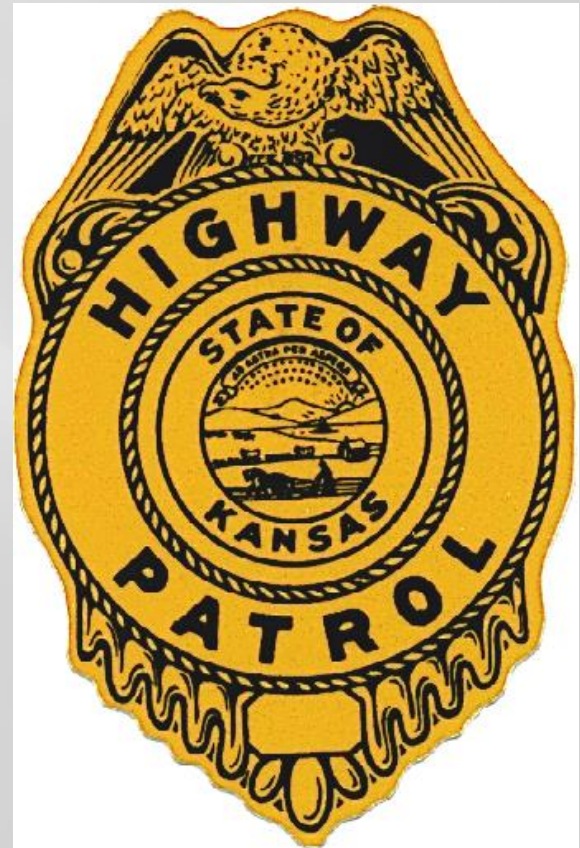
- ❑ At the discretion of your agency, dissemination of NCIC files information is permitted to anyone upon request to confirm the status of a person and/or property (wanted or stolen only), provided such dissemination does not fall under the definition of commercial dissemination (i.e. selling the information).
- ❑ Agencies making inquiries on those seeking assistance from organizations such as homeless shelters, battered woman shelters, churches or other charitable organizations must remain aware of the dissemination restrictions upon the restricted files and data.

# ADMINISTRATION OF NCIC

- ❑ Policy recommendations are presented to the Director of FBI by an Advisory Policy Board (APB), which is comprised of administrators from local, state, and federal criminal justice agencies throughout the United States.

# CJIS SYSTEMS AGENCY

- ❑ Each state has a CJIS Systems Agency (CSA) which is responsible for all NCIC matters in their jurisdiction.
- ❑ In Kansas, the CSA is the Kansas Highway Patrol.





# CJIS SYSTEMS OFFICER

- ❑ At each CSA, there is a CJIS Systems Officer (CSO) appointed who is responsible for enforcing NCIC and state policy and procedures.
- ❑ For Kansas, the CSO is Captain Justin Bramlett.

# TERMINAL AGENCY COORDINATOR (TAC)

- ❑ Each criminal justice agency has a TAC appointed by the agency head.
- ❑ This individual serves as the point-of-contact at the local agency for matters relating to CJIS information access.
- ❑ A TAC administers CJIS systems programs within the local agency and oversees the agency's compliance with CJIS systems policies.

# AUTHORIZED ACCESS TO KCJIS

- ❑ Access to KCJIS is restricted to authorized individuals and shall be accessed on a need to know basis and only for the purpose for which that data is requested.
- ❑ The system shall be used in a professional manner at all times and shall not be used for personal reasons or for a personal desire to know.

# SECURITY AWARENESS STATEMENT



- ❑ Signed at the time of hiring certifying in writing you understand security violations may result in transfer, termination and/or filing of criminal charges for misuse of Criminal Justice Information (CJI).

# TRAINING



- ❑ Full access operators must receive classroom training and certification testing provided by a KHP CJIS trainer/auditor within six months of employment or assignment.
- ❑ NCIC certification must be reaffirmed every two years.

# TYPES OF MESSAGES

**Six types of messages can be transmitted in NCIC:**

1. Inquiry - a check to see if a person or piece of property is entered in NCIC.
2. Entry - to place a new record in a file or add supplemental information to an existing record.
3. Modification - a message to add, change or delete information in an active record.

# TYPES OF MESSAGES

4. Locate - a message indicating a person or piece of property has been located.
5. Clear - a message to remove a person or piece of property after it's been recovered.
6. Cancellation - removes a record from NCIC due to a false, fictitious or invalid report. (i.e.; if warrant has been dismissed or recalled or a runaway juvenile returns home on their own).

# RESPONSIBILITY FOR RECORDS

**Entering agencies are responsible for:**

- ☐ Accuracy
- ☐ Timeliness

and

- ☐ Completeness of records entered in NCIC



# FBI REQUIREMENT FOR TIMELY ENTRY

- ❑ FBI requires entries to be made within 3 days of the warrant, NSOR, theft report, etc. being received.
- ❑ An exception to this rule is that NCIC requires missing juveniles be entered immediately, not to exceed 2 hours, once the minimally required data for entry is available.

# KANSAS REQUIREMENT FOR TIMELY ENTRY

- ❑ However, per KSA 75-712c, all Kansas missing person entries must be entered as soon as practical upon receipt of the minimum data required for entry. Per Audit Standards, not to exceed two hours.
- ❑ KSA 60-3112 states all Temporary, Amended, Final, and other protection from abuse orders shall be immediately entered into NCIC once all mandatory identifiers are available.
- ❑ The agency should time and date stamp all warrants, reports and orders supporting any NCIC entry when received.

# PACKING THE RECORD

- ❑ Complete records of any kind include all critical information that was available on the person or property at the time of entry.
- ❑ Critical information is defined as data fields that will increase the likelihood of a positive hit on the subject or property and aid in the identification of a subject or property.

# PACKING THE RECORD

- ❑ Critical information is obtained by making inquiries of III, KS (or out of state) Computerized Criminal History (CCH) to obtain Criminal History Record Information (CHRI), drivers license records and vehicle registration databases.
- ❑ It is also recommended that you examine your agency's own internal records for prior contacts and potential identifiers.

# PACKING THE RECORD

- ❑ Each time a modification is made to the base record, all resources are to be re-examined for any additional information not available at the time of the original entry.
- ❑ If additional information is located, the entry shall be expanded to include a supplemental entry.

# PACKING THE RECORD

- ❑ Agencies are not required to keep CHRI paperwork in the case file. However, there may be advantages in keeping the documentation.
- ❑ DMV printouts shall be kept in the case file.

# PACKING THE RECORD

- ❑ When citizenship information is available, typically via Kansas CCH, the Citizenship Field must be completed.
- ❑ If multiple citizenship information is found, a supplemental entry should be completed to include all citizenship data in the entry.

# ENTRY WORKSHEETS

- ❑ Entry worksheets **MUST** be filled out for all NCIC and the Kansas Warrant File entries.
- ❑ All personal identifiers should be listed on this worksheet and within the entry. Additional, or supplemental entry worksheets, may be required to account for all identifiers.
- ❑ Completed worksheets are required to be maintained within the case file for audit purposes.



# SECOND PARTY CHECKS

- ❑ The accuracy of NCIC records must be double-checked by a second party *after* the entry has been made.



- ❑ This means that a person other than the person who made the entry shall verify all information included in the entry. The second party check person is not required to be NCIC certified, but must be authorized to view the information.

# SECOND PARTY CHECKS

- ❑ Second party checks must be documented on the entry worksheet, which is to be maintained in the case file, along with any supplemental worksheets.



# QUALITY CONTROL

- ❑ The FBI Data Integrity Staff periodically checks records for accuracy.
- ❑ Any errors discovered shall be classified as serious or non-serious errors.

# QUALITY CONTROL

**Examples of serious errors includes:**

- ❑ Entering a person wanted for questioning only.
- ❑ Records entered for stolen credit cards.
- ❑ Any record containing inaccurate data that has been verified as inaccurate.
- ❑ Records entered into the wrong file.
- ❑ Records entered with a non-unique number such as a stock number or model number used as a serial number.

# QUALITY CONTROL

- ❑ The FBI Data Integrity Staff will cancel any record that contains a serious error.
- ❑ An administrative \$.E. message received from NCIC means your entry contained a serious error and has been cancelled.
- ❑ Non-serious errors are those not defined by the examples covered above.

# QUALITY CONTROL

**When a non-serious error is discovered:**

- ❑ The FBI Data Integrity Staff will contact the CSA.
- ❑ The CSA will contact the agency advising them of the error.
- ❑ The agency then needs to modify their record to correct the error.

# VALIDATION

- ❑ NCIC policy requires that NCIC records be validated.
- ❑ All records are first validated between 60 and 90 days after entry and then annually thereafter. Exception are those articles not containing a type code beginning with “T”, “Q”, or “Z”.
- ❑ Each month, if applicable, your agency receives a notice, via OpenFox on the agency’s primary terminal, of any NCIC records to be validated.
- ❑ Validation requires the entering agency to confirm the record is complete, accurate and still outstanding or active.

# NCIC RULE

- ❑ Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any official actions based upon the NCIC hit record.
- ❑ An NCIC hit alone, is not probable cause to make an arrest, detain a missing person or to seize property.
- ❑ The hit must be confirmed with the entering agency before any further action is taken.



# HIT CONFIRMATION

**Hit confirmation compliance requires an agency:**

- ❑ Be available 24 hours a day,  
everyday,
- or-
- ❑ have a “holder of record”  
agreement with a 24/7 agency.



# HIT CONFIRMATION

**Confirming a hit requires the inquiring agency to contact the entering agency to:**

- ☐ Ensure the person or property inquired upon is identical to the person or property identified in a record.
- ☐ Ensure the warrant, missing person report, protection order or theft report is still valid.

# HIT CONFIRMATION

**Obtain a decision regarding:**

- ☐ Extradition of the wanted person.
- ☐ Information to return the missing person to the appropriate authorities.
- ☐ Information to return stolen property to the rightful owner.
- ☐ Information regarding the terms and conditions of a protection order.

# HIT CONFIRMATION

Hit confirmations are based on one of two Priority Levels:

## Priority 1: Urgent

- ❑ Must be confirmed within 10 minutes.
- ❑ Use urgent when the hit is the only basis for detaining the subject or the case requires urgent confirmation.

## Priority 2: Routine

- ❑ The hit must be confirmed within one hour.
- ❑ Use when the person is being held on local charges or the property is located under circumstances where immediate confirmation is not necessary.

# HIT CONFIRMATION

After establishing the Priority Level:

- ❑ Hit Confirmation Requests must be sent to the entering agency via Nlets utilizing the “YQ” form.
- ❑ The entering agency must provide a response within the designated time frame.
- ❑ The response may be to confirm or deny the hit or to advise a specific amount of time needed to either confirm or reject the hit.

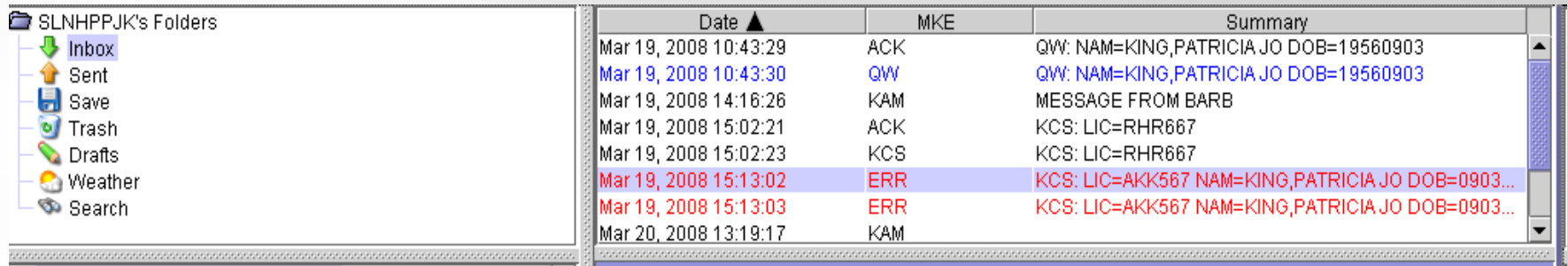
# HIT CONFIRMATION

- ❑ If the agency requesting the hit confirmation does not receive a response within the designated time frame, a second request should be generated.
- ❑ The second request will go to the Kansas CJIS Systems Agency (CSA) and the entering agency's state CSA in addition to the entering agency.
- ❑ The inquiring agency must, again, wait the designated time for confirmation, 10 minutes or one hour.

# HIT CONFIRMATION

- ❑ If the requesting agency still fails to receive a response, a third request should be generated.
- ❑ The third request will notify the FBI as well as the appropriate CSA's and the entering agency.
- ❑ Hit Confirmation Responses must be sent via Nlets utilizing the "YR" form.
- ❑ Even if confirmation is handled via telephone, Nlets must still be utilized to document the confirmation process.

# Screen shots of the Hit Confirmation process in OpenFox



The screenshot shows the OpenFox interface. On the left is a folder tree for 'SLNHPPJK's Folders' with items: Inbox, Sent, Save, Trash, Drafts, Weather, and Search. On the right is a table with three columns: Date, MKE, and Summary. The table contains several rows of messages. The first two rows have blue text, indicating hit responses. The next two rows have black text. The following two rows have red text, indicating errors. The last row has black text. The 'Date' column shows timestamps from March 19, 2008, to March 20, 2008. The 'MKE' column shows codes like ACK, QW, KAM, and ERR. The 'Summary' column contains details about the messages, including names like KING, PATRICIA JO, and various identifiers like LIC, DOB, and NAM.

Date ▲	MKE	Summary
Mar 19, 2008 10:43:29	ACK	QW: NAM=KING,PATRICIA JO DOB=19560903
<b>Mar 19, 2008 10:43:30</b>	<b>QW</b>	<b>QW: NAM=KING,PATRICIA JO DOB=19560903</b>
Mar 19, 2008 14:16:26	KAM	MESSAGE FROM BARB
Mar 19, 2008 15:02:21	ACK	KCS: LIC=RHR667
Mar 19, 2008 15:02:23	KCS	KCS: LIC=RHR667
<b>Mar 19, 2008 15:13:02</b>	<b>ERR</b>	<b>KCS: LIC=AKK567 NAM=KING,PATRICIA JO DOB=0903...</b>
<b>Mar 19, 2008 15:13:03</b>	<b>ERR</b>	<b>KCS: LIC=AKK567 NAM=KING,PATRICIA JO DOB=0903...</b>
Mar 20, 2008 13:19:17	KAM	

## Message List

**Blue** font indicates a Hit response, either NCIC or Kansas Warrant File.

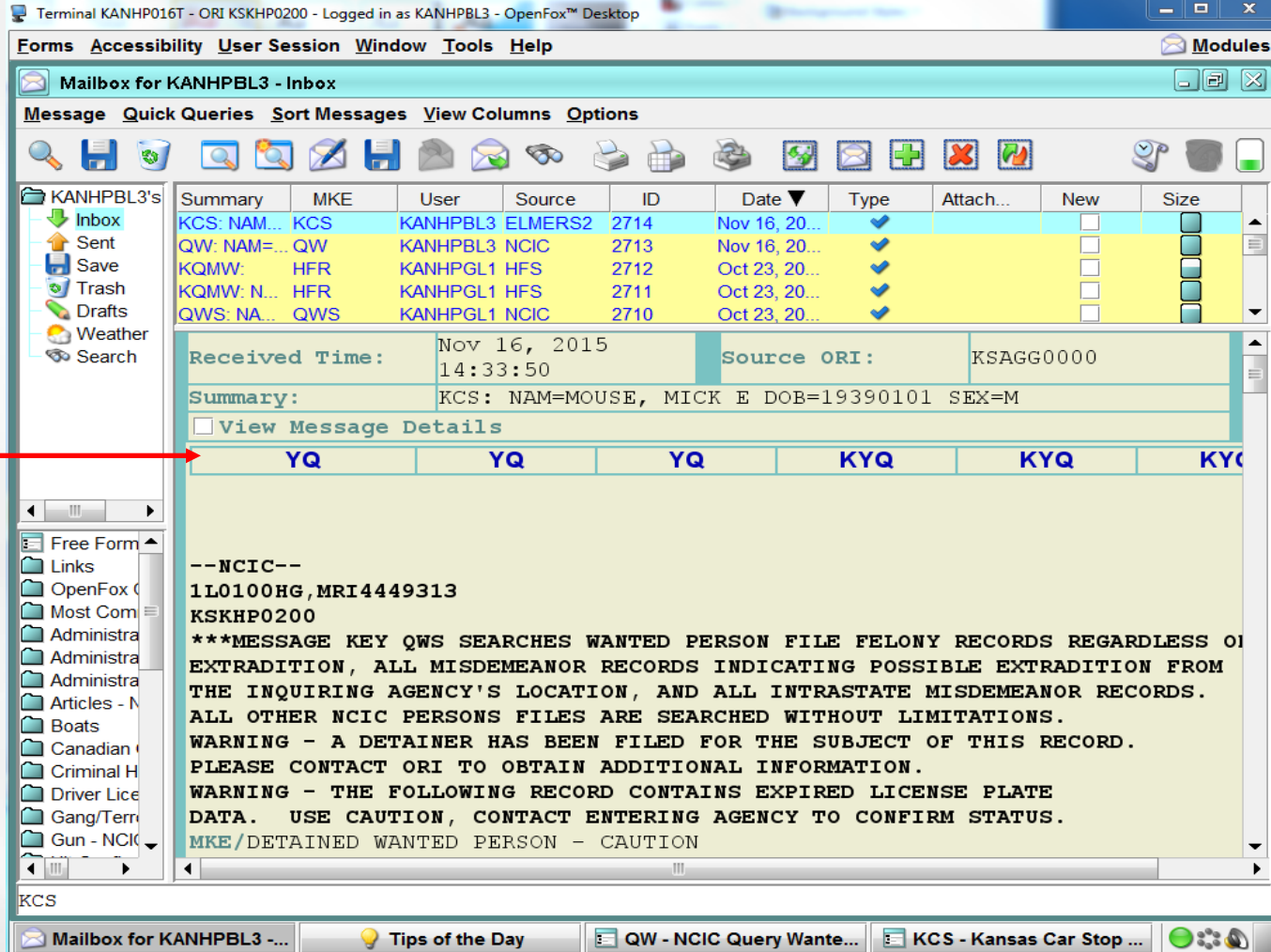
**Purple** font indicates a Hit response from the Terrorist File (KST).

**Green** font indicates a Hit Confirmation Request and/or Response.

**Red** font indicates an error.

**Bold** font, of any color, indicates an “unread” message.





Possible hits may create a link(s) to the appropriate form needed to complete the hit confirmation process. Multiple NCIC Hits will cause multiple "YQ" forms to be available, one for each hit received.

Click on the YQ option and data will auto-fill from the hit into the Hit Confirmation Request (YQ).

The screenshot displays the 'YQ - NLETS Hit Confirmation Request' form within the OpenFox Desktop application. The form is organized into several sections with mandatory fields marked by red asterisks:

- Header Information:**
  - ORI: [Text Field]
  - \* Destination 1: KSKBI0000
  - Control Field: [Text Field]
- Request Information:**
  - \* Request # (RNO): [Dropdown]
  - \* Confirmation Priority (PRI): [Dropdown]
  - \* Agency Case # (QCA): OCATEST1
  - \* NCIC # (NIC): W017001360
- Hit Information:**
  - \* Request Type (RTY): WP = Wanted Person
  - \* Name (NAM): MOUSE,MICK E
  - \* Date of Birth (DOB): 19390101
  - Sex (SEX): M = Male
- Requester's Information:**
  - \* Requester (RNA): [Text Field]
  - \* Requesting Agency (RAG): [Text Field] (Note: Name of ind...)
  - Phone # (PHO): [Text Field]
  - Extension (EXT): [Text Field]
  - Fax # (FAX): [Text Field]
  - Court Order # (CTO): [Text Field]
  - Warrant # (WNO): [Text Field]
- Remarks Section (REM):**
  - [Large Text Area for Remarks]

Complete the mandatory fields (marked with a red asterisk), as well as the Remarks Section (REM) with relevant data prior to transmitting. Note: A Hit Confirmation Response (YR) will work in a similar fashion.

# Non-Mandatory Fields

Requester's Information	
* <u>R</u> equester (RNA)	<input type="text"/>
* <u>R</u> equesting <u>A</u> gency (RAG)	<input type="text"/>
<u>P</u> hone # (PHO)	<input type="text"/>
<u>E</u> xtension (EXT)	<input type="text"/>
<u>F</u> ax # (FAX)	<input type="text"/>
<u>C</u> ourt Order # (CTO)	<input type="text"/>
<u>W</u> arrant # (WNO)	<input type="text"/>

Although not mandatory, it is highly recommended that the Phone, Extension and Fax number fields be completed to make your agency's contact information readily available to the inquiring agency.

The Court Order and Warrant number fields are rarely utilized.

# KANSAS WARRANT FILE HIT CONFIRMATION

- ❑ The KYQ & KYR forms function in the same fashion as the YQ & YR.
- ❑ The KYQ form still improperly contains multiple destination fields (only one destination per hit confirmation is possible).

# HIT CONFIRMATION

- ❑ Every agency, after confirming a hit and taking a person into custody or recovering property, must place a “Locate” on the corresponding record. A “Locate” cannot be placed on a Kansas Warrant File record.
- ❑ Despite having confirmed a hit as valid, the entering agency should not clear their entry from NCIC until the \$.L., Locate Notification, message is received from NCIC.

# DELAYED INQUIRY HIT NOTIFICATION

- ❑ There are instances when inquiries have been made on vehicles and/or subjects after the event or crime has occurred but before an entry has been made into NCIC.
- ❑ User inquiries are stored in NCIC for 5 days.
- ❑ All entries and/or modifications are checked against the log of inquiries for the preceding 5 days.
- ❑ If a match occurs, both the entering agency and inquiring agency are advised through an administrative \$.H. message, which should promote follow-up action between the agencies.

## **\$.H. Delayed Inquiry Hit Notification**

A \$.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days.

The following is an example of a \$.H. message:

\$.H.  
MD0012600  
YOUR RECORD WITH NIC/V123456789 OCA/56789 IS A POSSIBLE  
DELAYED  
INQUIRY MATCH WITH AN INQUIRY ON 1230 EST 19990830  
CONTAINING:  
LIC/ABC123  
LIS/MD  
LIY/1999  
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL  
407 555-1313

## **\$.H. Delayed Inquiry Hit Response Notification**

A \$.H. administrative message is sent to the ORI of a inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made.

The following is an example of a \$.H. message:

\$.H.1L01HEADER

MD1012600

DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830

YOUR INQUIRY: 0200 EST 19990827 HIT ON THE FOLLOWING RECORD  
MKE/STOLEN VEHICLE

ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED

OAN/12345678 DOT/19990803 OCA/56789

NIC/V123456789 DTE/19990904 1200 EDT



# NAME MATCHING IN NCIC

- ❑ When the inquiry includes both NAM and DOB, hits are determined by an *exact* match on the month, day and year of birth followed by a phonetic encoding of the last name.
- ❑ In the case of hyphenated names, the server will automatically run the full name, separate the names and run them separately, then finally invert the full name and run it again.

# NAME MATCHING IN KANSAS WARRANT FILE

- ❑ An inquiry on the Kansas Warrant File will search the DOB, plus or minus two years.
- ❑ Only two hits will display in their entirety. Any additional hits will be displayed by KIC number only at the bottom of the response.
- ❑ To obtain the additional responses a KQMW transaction must be completed utilizing the KIC number(s).

# ARTICLE FILE

Stolen articles can be entered into the Article File if a theft report has been made and the following circumstances are met:

- ❑ Any article valued at \$500 or more and having a unique manufacturer assigned serial number.



# ARTICLE FILE

- ❑ *Office equipment, television sets and bicycles* may be entered regardless of value.
- ❑ If the total value of property taken in one theft exceeds \$5000, a record for any item in the theft report, regardless of value that has a unique manufacturer assigned serial number and/or owner applied number may be entered.



# ARTICLE FILE

A record for any item in the theft report, regardless of value that has a unique manufacturer's assigned serial number and/or owner applied number may be entered if:

- ❑ The circumstances of the theft indicate there is a probability of *interstate movement*, or
- ❑ the *seriousness of the crime* dictates an entry should be made for investigative purposes.

# ARTICLE FILE

**Items not to be entered into this or any other file of NCIC:**

- ☐ Stolen or lost credit cards,
- ☐ bank drafts,
- ☐ ATM cards, or
- ☐ checks, including cashier, certified, company, government (local, state & federal) bank officer, personal and U.S. Treasury.

# ARTICLE FILE

**To run an inquiry on an article you need the:**

- ❑ type of article,  
*and the*
- ❑ serial number and/or owner applied number.
- ❖ A shortcut for the type code is “YTHING”, which checks all article entries regardless of type.

# ARTICLE FILE

- ❑ A TYP field category code of “Q” has been established for Public Safety, Homeland Security and Critical Infrastructure items of identification (badges or other identity credentials).
- ❑ A person inquiry containing MNU, SOC, or OLN will cross search the SER Field of TYP ‘I’ and ‘Q’ Article File records. Matches will be returned as primary hits.



# ARTICLE FILE

- ❑ A TYP field category code of “T” has been established for stolen toxic and/or hazardous article records.
- ❑ A TYP field category code of “Z” has been established for lost or stolen equipment, toxic or hazardous article records associated with Public Safety, Homeland Security and Critical Infrastructure.

# ARTICLE FILE

- ❑ Any Article File record with a TYP Field code of “T”, “Q” or “Z” will be retained indefinitely in the NCIC system and will be subject to validation.
- ❑ All other article records are retained for the balance of the entered year plus one additional year. Following expiration of this retention period the article is automatically retired.

# ARTICLE FILE

- ❑ A hit alone is not probable cause to recover or seize property.
- ❑ Be sure everything matches exactly before going any further.
- ❑ Even if everything matches, the hit must still be confirmed with the entering agency.

**Message Key**  
EA = Stolen Article    ☐ Test Message

**ORI**                      **Control Field**  
[ ]                      [ ]

**Required Information**  
\* Date of Theft (DOT)    \* Agency Case # (OCA)  
[ ]                      [ ]  
\* Brand Name (BRA)                      \*  
[ ]                      [ ]

**At Least One of the Following**  
Serial # (SER)                      Owner-applic  
[ ]                      [ ]

**Identifying Information**  
Model (MOD)                      Hazardous Material Container (HM)  
[ ]                      [ ]  
Lot Indicator (PLI)                      UNN # (UNN)  
[ ]                      [ ]

**Optional Information**  
Notify Agency (NOA)                      Linkage Agency ID (LKI)                      Linkage  
[ ]                      [ ]                      [ ]

**Miscellaneous Information (MIS)**  
[ ]

**Code List Search**  
Enter Search Text  
telephone  
Only Search From [ ]

Answering Machine, Telephone  
Answering Machine, Telephone  
Automatic Telephone Dialer  
Automatic Telephone Dialer  
Cellular Telephone  
Cellular Telephone  
Device, Telephone Answering  
Device, Telephone Answering  
Dialer, Automatic Telephone  
Dialer, Automatic Telephone  
Phone (telephone)  
Phone (telephone)  
Telephone  
Telephone  
Telephone Answering Machine  
Telephone Answering Machine  
Selected Code Value  
ZTELEPH

**Model (MOD)**                      **Hazardous Material Container (HM)**  
[ ]                      [ ]  
**Lot Indicator (PLI)**                      **UNN # (UNN)**  
[ ]                      [ ]

**Optional Information**  
**Notify Agency (NOA)**                      **Linkage Agency ID (LKI)**                      **Linkage**  
[ ]                      [ ]                      [ ]

**Miscellaneous Information (MIS)**  
[ ]

**Message**  
**Control Field**  
[ ]

**Code List Search**  
Enter Search Text  
telephone  
Only Search From [ ]

Answering Machine, Telephone  
Answering Machine, Telephone  
Automatic Telephone Dialer  
Automatic Telephone Dialer  
Cellular Telephone  
Cellular Telephone  
Device, Telephone Answering  
Device, Telephone Answering  
Dialer, Automatic Telephone  
Dialer, Automatic Telephone  
Phone (telephone)  
Phone (telephone)  
Telephone  
Telephone  
Telephone Answering Machine  
Telephone Answering Machine  
Selected Code Value  
OTELEPH

OK    Cancel

1L01HEADER WA1230000  
MKE/STOLEN ARTICLE  
ORI/MD1012600 TYP/CPROJEC SER/123456789 BRA/E KODA  
MOD/32S OAN/MD6810122 DOT/19990422  
OCA/A222  
MIS/SLIDE PROJECTOR  
NIC/A000039206 DTE/19990424 0000 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

1L01HEADER WA1230000  
MKE/STOLEN ARTICLE  
ORI/MD1012600 TYP/ZPROJEC SER/123456789 BRA/E KODA  
MOD/32S OAN/MD6810122 DOT/19990422  
OCA/A222  
MIS/SLIDE PROJECTOR  
NIC/A000039206 DTE/19990424 0000 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

# BOAT FILE

- ❑ A boat is a vessel propelled on water by oars, sails, or an engine.



For NCIC purposes, jet ski, raft, or canoe would be classified as a boat.

# BOAT FILE

Any stolen boat which has a registration number, document number, permanently attached boat hull serial number or owner applied number may be entered if a theft report has been made.



- ❑ Loaned, rented or leased boats not returned may be entered if a theft report is filed or a complaint results in the issuance of a warrant.

# BOAT FILE

**To run an inquiry on a boat you will need:**

- ☐ Registration number
- and/or
- ☐ Boat hull serial number



# BOAT FILE

- ❑ If a record does not contain a Boat Hull Number (BHN), Coast Guard Document Number (CGD), or Owner Applied Number (OAN), the record will be retired after 90 days.
- ❑ Stolen boat records are retained in file for the balance of the year entered plus 4 years. Following this retention period, the records in the Boat File are automatically retired.

# FOREIGN FUGITIVE FILE

- ❑ This file contains information on persons wanted in connection with offenses committed outside the United States.
- ❑ Records in this file can only be entered by the Royal Canadian Mounted Police or Interpol.



# FOREIGN FUGITIVE FILE

- ❑ Canadian records contain information on persons wanted for violations in Canada and are based on Canadian warrants.
- ❑ Interpol records contain information on persons wanted by authorities in other countries.

# FOREIGN FUGITIVE FILE

- ❑ The Royal Canadian Mounted Police (RCMP) is the only agency authorized to enter and update Canadian records.
- ❑ No arrest can be executed based solely upon a Canadian hit. The user is directed to contact RCMP to initiate an extradition warrant.



## EXAMPLE OF A CANADIAN RECORD INQUIRY

1NO1HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19440410

### Negative response:

1LO1HEADER

WA1230000

NO NCIC WANT DOB/19440410 NAM/SMITH, JOHN SEX/M RAC/W

### Positive response:

1LO1HEADER WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/WANTED IN CANADA

ORI/BC00000000 NAM/SMITH, JOHN SEX/M RAC/W POB/TX DOB/19440410

HGT/510 WGT/175 EYE/BRO HAI/BRO

OFF/FRAUD - ILLEG USE CREDIT CARDS DOW/19981201 OCA/22789

ORI IS RCMP ANY PLACE BC 555 555-5555

NIC/W0000022525 DTE 19990102 0000 EST

REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON  
THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA,  
CANADA TEL NO. (555) 555-5555. IF SUBJECT IS  
NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S.  
IMMIGRATION AND NATURALIZATION SERVICE

# FOREIGN FUGITIVE FILE

**Other Foreign Fugitive File records may only be entered by INTERPOL based upon the following criteria:**

- ❑ The wanting country has an outstanding arrest warrant that charges a crime which would be a felony if committed in the United States, and...
- ❑ the wanting country is a signatory to an extradition treaty/convention with the United States, or...
- ❑ the subject is wanted for a violent crime or is otherwise known to be violent, armed, or dangerous.

# FOREIGN FUGITIVE FILE

- ❑ The Department of Justice (DOJ) is the contact point for the United States.
- ❑ A user receiving a hit will be advised to contact Interpol by way of the U. S. Department of Justice.



DOJ will then execute a U.S. arrest warrant.

## EXAMPLE OF AN INTERPOL RECORD INQUIRY

1NO1HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19450123.  
SOC/211004444

*INQUIRY*

*DECEMBER 1999/NCIC 2000 7 FOREIGN FUGITIVE FILE*

### **Negative response:**

1LO1HEADER

WA1230000

NO NCIC WANT SOC/211004444

NO NCIC WANT DOB/19450123 NAM/SMITH, JOHN SEX/M RAC/W

### **Positive Response:**

1LO1HEADER

WA1230000

WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM A FOREIGN COUNTRY

ORI/DCINTEROO NAM/SMITH, JOHN SEX/M RAC/W POB/CR DOB/19450123

HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK

OFF/KIDNAP ADULT FOR RANSOM DOW/19981001 OCA/RN-1234

MIS/WARRANT ISSUED BY COSTA RICA

ORI IS INTERPOL U.S. DOJ WASHINGTON DC 555 555-5555

NIC/W123456789 DTE 19981002 0000 EST

REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W123456789.

FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,

U.S. DOJ, NLETS ORI/DCINTEROO, OR TEL NO. (555) 555-5555.

ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE

NEAREST OFFICE OF THE U.S. IMMIGRATION AND NATURALIZATION SERVICE

NO NCIC WANT SOC/211004444



# FOREIGN FUGITIVE FILE

- ❑ Any agency that apprehends a person who is indexed in a Canadian record must place a locate message on the record after taking the individual into custody based upon the hit confirmation response from the RCMP.
- ❑ A record should not be placed in located status if the locating agency is outside of the extradition limitations as set forth in the record.
- ❑ Interpol records cannot be placed in a located status.

# FOREIGN FUGITIVE FILE

- ❑ If the fugitive is not a U.S. citizen you should also contact the Bureau of Immigration and Customs Enforcement.



- ❑ I.C.E. will investigate the legality of the fugitive's entry into the United States.

# GANG FILE

- ❑ Designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel.



# GANG FILE

**The Gang File serves to:**

- ❖ warn law enforcement of the potential dangers posed by violent organizations and individuals
  - ❖ promote the exchange of information about these organizations and members
  - ❖ facilitate criminal investigations.
- 
- ❑ A positive hit on a person or organization is not probable cause for arrest.
  - ❑ This is an informational and officer safety type file.

# GANG FILE

- ❑ A gang member record entry will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is reached. The DOP field may be set as NONEXP, which will retain the file until canceled by the entering agency. If the DOP is left blank, then the file will be automatically purged after 5 years from date of entry.
- ❑ A gang member record with a Group Name (GNG) field set as 'UNLISTED GROUP' will be automatically retired 96 hours after entry.

# GUN FILE



- ❑ A gun is a weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive.
- ❑ Any stolen firearm for which a serial number is known may be entered if a theft report has been filed.

# GUN FILE

- ❑ A Taser is considered by NCIC to be a gun, but...
- ❑ BB guns and paint ball guns are NOT.

These may be entered in the Article File if the circumstances meet the entry criteria for that file.

# GUN FILE

- ❑ A recovered (abandoned, seized or found) gun for which no stolen or lost report is on file may also be entered.
- ❑ A recovered gun is the documentation supporting the entry and must remain in the possession of the entering agency or be readily available for examination as long as the record remains in NCIC.
- ❑ Recovered gun records will remain on file for the remainder of the year entered, plus 2 years.
- ❑ If the entering agency loses custody of the recovered gun, then the recovered gun record must be cancelled.



# GUN FILE

- ❑ A lost or missing gun can also be entered providing the entering agency has supporting documentation.
- ❑ A record may also be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.

# GUN FILE

- ❑ Stolen, lost and felony guns will remain in the file until the entering agency either cancels or clears the record or fails to validate as required.

**To run an inquiry on a weapon you need:**

- ❖ Serial number only,
- ❖ Serial number and make,
- ❖ Serial number and caliber,  
or
- ❖ Serial number, make and caliber.

**Negative Response:**

1L01HEADER

WA1230000

NO RECORD SER/B512673 MAK/REM

**Positive Response:**

1L01HEADER

WA1230000

MKE/STOLEN GUN

ORI/MD1012600 SER/B512673 MAK/REM CAL/308

MOD/MOHAWK

TYP/RC DOT/19991205

OCA/12423143

MIS/BBL 28

NIC/G000039842 DTE/19991207 1400 EDT

ORI IS ANY CITY PD MD 301 555-1234

IMMED CONFIRM RECORD WITH ORI

# IDENTITY THEFT FILE

- ❑ The Identity Theft File serves as a means for law enforcement to “flag” stolen identities and identify imposters when encountered.



- ❑ Identifying information entered in this file will be that of the victim, *not* the suspect.

# IDENTITY THEFT FILE

When a victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the officer should complete an incident report and collect pertinent information from the victim to create a victim profile.



# IDENTITY THEFT FILE

- ❑ Information is entered *only after* the victim signs a consent waiver. This waiver states that the victim gives permission for the information to be entered in the Identity Theft File.
- ❑ The waiver shall also include the victim's specific permission to use their social security number as part of the entry.

IDENTITY THEFT FILE  
CONSENT DOCUMENT

As a victim of identity theft, I the undersigned, do hereby grant the Sheriff's Office/Police Department permission to enter my personal descriptors into the Federal Bureau of Investigation's Identity Theft File. This information may include, but is not limited to physical descriptors and identifying information including my name, date of birth, place of birth, social security number (optional), the type of identity theft and a password determined by me, when possible, or assigned by the entering agency in lieu of me selecting a password, for use in identification verification purposes. I am also providing permission to enter my photograph in this file.

I understand that this information is being submitted as part of an ongoing investigation, a crime of which I am the victim, and such information will be made available to entities having access to the Federal Bureau of Investigation's National Crime Information Center (NCIC) file for any authorized purpose(s). I am voluntarily providing this information for law enforcement and investigative purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than five years from the date of entry. I also understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration (NARA).

I understand that this is a legal document reflecting my intent to have personal data entered into the FBI's Identity Theft File under penalty of perjury that the foregoing is true and correct. (See 28 U.S.C. 1746)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Permission to use Social Security Number: YES \_\_\_\_\_ NO \_\_\_\_\_ SOC \_\_\_\_\_

The Privacy Act of 1974 (5 United States Code 552a) requires that federal, state or local agencies inform individuals whose social security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority for such solicitation, and the uses which will be made of it. Accordingly, disclosure of your social security number is voluntary; it is being requested pursuant to 28 U.S.C. 534 for the purposes described above. The social security number will be used as an identification tool, consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

Revised 12-07-06

# IDENTITY THEFT FILE

- ❑ The waiver acknowledges that the victim may withdraw the consent by providing a written request to the entering agency.
- ❑ At that time, the record would be cancelled from the Identity Theft File.

# IDENTITY THEFT FILE



- ❑ The victim shall select a password that can be readily recalled during any subsequent encounter with law enforcement personnel.
- ❑ The password may be up to twenty alphabetic, numeric or special characters.



# IDENTITY THEFT FILE

- ❑ Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of the deceased person information.
- ❑ If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.

# UNIFORM ID THEFT TYPE CODES

- ❑ CFRD – Credit Card
- ❑ ACCT – Checking or Savings Account
- ❑ LOAN – Loans
- ❑ UTIL – Phones or Utilities
- ❑ INVT – Securities or Investments
- ❑ NETT – Internet or email
- ❑ GOVT – Government documents or benefits
- ❑ OTHR – Other (not meeting any of the above criteria)

# IDENTITY THEFT FILE

## Image Capability:

- ❑ A photo may be used as an additional form of identification for the victim.
- ❑ When the image is appended, it must clearly specify to be that of the victim and not of an offender.



# IDENTITY THEFT FILE

- ❑ A person inquiry will automatically search the Identity Theft File.
- ❑ A positive response should be considered along with additional information or circumstances surrounding the encounter BEFORE the officer takes action.

# IDENTITY THEFT FILE

- ❑ The officer should be aware that the individual should not be arrested or detained based solely upon the information provided in the response from the Identity Theft File.



**Positive Response:**

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19511012  
DOE/20040519 HGT/601 WGT/202 EYE/BRO HA/BRO SKN/ALB SMT/SC R HND  
FPC/121011CO141159TTCH13 MNU/AS-326141811 SOC/212665660  
OCA/123456

MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD

PWD/TOPGUN DT/CFRD DOT/20041015

ORI IS ANY CITY PD 410 555 5555

NIC/J123456789 DTE/20050505 1400 EST

**PASSWORD**

\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.\*\*\*\*\*

IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes image information, the following caveat for images will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUGSHOT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUGSHOT SPECIFIES THE VICTIM AND NOT THE OFFENDER.

# IDENTITY THEFT FILE

- ❑ If the person inquired upon does not appear to be identical with the subject of the Identity Theft File record and/or does not know the password, the inquiring agency must then contact the ORI to confirm the record information prior to taking any official action based on the record information.
- ❑ The subject of the inquiry may be the identity thief, and the location of the subject could be beneficial to the identity theft case of the entering agency.

# IDENTITY THEFT FILE

- ❑ There are no locate procedures for the Identity Theft File.
- ❑ Identity Theft records are removed by cancellation only.
- ❑ Retention Period is 5 years from date of entry. A \$.P. notification will be sent to the agency's main terminal when the record is retired.
- ❑ If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the suspect in the Wanted Person File and include the victim information in the Stolen/Fraudulent (S/F) identifier record fields of the wanted person entry.



# INTERSTATE IDENTIFICATION INDEX (III)



- ❑ The III Program provides for the exchange of criminal history record information. Each record shall be supported by a readable, clear criminal fingerprint submission from each state bureau.
- ❑ III provides a means of conducting national criminal history record searches for criminal justice purposes.

# QH & QR

- ❑ III is a two part inquiry...if a subject has a criminal history record.
- ❑ The first is a “QH” inquiry to determine if a III record might exist for a given individual.
- ❑ This inquiry will be made upon the subject’s name, date of birth, sex and race.
- ❑ Other optional identifiers that may be utilized in the QH query include the SOC, MNU, FBI/UCN and/or SID number.

# QH & QR

**A QH inquiry will result in 1 of 3 responses:**

- ❖ No record found,
- ❖ An FBI/UCN(Universal Control Number),  
or
- ❖ A State ID Number(SID) number.

# III RESPONSE

A “no record” response to a QH query does not mean there is no criminal history record associated with your subject.

- ❑ For subjects with a DOB earlier than 1-1-56, there is a slight possibility that a record exists but is not indexed in III.
- ❑ Fingerprints may be submitted to the FBI for a manual search.

A positive response to a “QH” will include all physical identifiers for the subject along with the FBI/UCN number and any SID number(s) associated with the individual’s various arrests as reported to the FBI via the submission of the arrest fingerprints.

## QH & QR

- ❑ Following a positive response to the QH query, the “QR” formatted screen must be utilized to retrieve the specific Criminal History Record Information (CHRI) utilizing the FBI/UCN number or a SID number that was returned.
- ❑ A QR query by SID number retrieves only that state’s criminal history record for the subject.

# QH & QR

- ❑ If the subject inquired upon is found to have a record included in any state(s) *Computerized Criminal History (CCH)* database, a query by the FBI/UCN number will prompt NCIC to spawn a message to those specific state(s).
- ❑ Remember...A subject's complete *Criminal History Record Information (CHRI)* will only be available once each state has responded following a "QR" inquiry.

# AUTHORIZED PURPOSES OF III

- ❑ Official duties in connection with the administration of criminal justice, including the screening of non-employees providing contractual services (i.e.; building repair and maintenance contractors). (PUR/C)
- ❑ Records check investigation for prospective criminal justice agency employees, IT contractor employees and paid interns. (PUR/J)
- ❑ Release/Return of firearms. (PUR/F)
- ❑ Public Housing Authorities. (PUR/H)

# AUTHORIZED ACCESS BY A COURT

## Jury Lists

- ❑ As most jurisdictions have legal prohibitions preventing accused and/or convicted felons from serving on a jury, a federal or state *CRIMINAL* court is authorized to utilize III to check the truthfulness of the responses appearing on the jury qualification forms to insure the integrity of the judicial system.



# ARTICULATE SUSPICION

**The FBI expressed the following:**

*“The screening of a particular population in the absence of a particularized suspicion, in an effort to detect prohibited persons or criminal activity, is not considered detection and is unauthorized”.*

- ❑ Based on this information, running a III on a traffic stop, with no reasonable suspicion of current criminal activity, is a violation of III policies and procedures.
- ❑ Any officer is able to use III as long as he/she is able to “articulate” the reason for requesting the record.

# III & PROBABLE CAUSE

- ❑ III may be used to enhance investigations of possible current criminal activity and bolster *previously established* reasonable suspicion and/or probable cause.
- ❑ III cannot be used to generate reasonable suspicion or probable cause.

# USE OF THE III ATTENTION FIELD

- ❑ The full first and last names of the requesting party must be shown in the Attention Field on all III inquiries.
- ❑ The requesting party's full name must be followed by a slash or a dash and the last three characters of the terminal operator's UserID in the Attention Field, even if the requesting party and the operator making the inquiry are one and the same.

Example ...

*Attention Field (ATN) : Randy Moon/JLD*

*Attention Field (ATN) : Carla Boesker/CJ4*

# USE OF THE III REASON FIELD

- ❑ A *clear and specific reason* for accessing criminal history information must be included in the Reason Field of each and every III inquiry.
- ❑ For a purpose code “C” inquiry, a *criminal investigation case number* may be entered as the reason. In the absence of an appropriate case number however, *clearly spell out the reason*.

# USE OF THE III REASON FIELD

- The words “investigation”, “criminal history” and “interdiction” are non-specific and are not acceptable.

A more specific reason explanation is required, such as:

- ❖ robbery investigation
- ❖ drug investigation
- ❖ inmate classification
- ❖ inmate mailing list
- ❖ inmate visitors list
- ❖ packing an (NCIC or Kansas Warrant File) entry
- ❖ building maintenance/repair contractor employee

# USE OF THE III REASON FIELD

Acceptable reasons for purpose code “J” inquiries would include but, are not limited to:

- ❖ criminal justice employment
- ❖ law enforcement agency maintenance employee
- ❖ agency IT department (or IT contract company) employee
- ❖ police department paid intern

# UNAUTHORIZED USES OF III



YOU MAY NOT USE III FOR:

# UNAUTHORIZED USES OF III

## **Non criminal justice employment backgrounds:**

- ❖ City employees
- ❖ County employees
- ❖ CASA volunteers
- ❖ School district employees
- ❖ Hunter safety instructors
- ❖ Little league coaches
- ❖ Jewelry stores, banks, Wal-Mart, etc.



# UNAUTHORIZED USES OF III

## Licensing purposes:

- ❖ Cereal malt beverage license
- ❖ Day care providers
- ❖ Taxi drivers
- ❖ Dancers or employees of clubs
- ❖ Unarmed private security guards
- ❖ Door to door sales people
- ❖ Bondsmen

# UNAUTHORIZED USES OF III

**Elected officials, political appointees or candidates for public office such as:**

- ❖ Mayors
- ❖ County commissioners
- ❖ City council members
- ❖ School district board members

# UNAUTHORIZED USES OF III

## Personal or curiosity checks:

- ❖ You cannot review your own record in III
- ❖ Ex-wife or her current boyfriend
- ❖ Your current girlfriend/boyfriend/fiancé
- ❖ Relatives or former/current in-laws
- ❖ Just anybody who upsets you
- ❖ Just because you can

# UNAUTHORIZED USES OF III

- ❖ Private Investigators
- ❖ Privately retained or appointed attorneys
- ❖ Public Defenders
- ❖ Voter Lists

# UNAUTHORIZED USES OF III

- A letter sent to a senior judge in Kansas from the FBI states...

*“In instances in which the prosecuting authority has not, for its own use, accessed III to obtain CHRI about the defendant or witnesses, a court cannot order the prosecutor or law enforcement agency to obtain and disseminate the III-derived CHRI to the defense counsel.”*

*“A court order to a sheriff or prosecuting attorney’s office requiring production of previously un-accessed federal CHRI is a violation of federal law and must not occur.”*

# ACCESS VIA COURT ORDER

- ❑ In such circumstances, the Court's order must be directed to the FBI CJIS Division.
- ❑ The mailing address for the order is:

Criminal History Analysis Team 1  
BSS, CJIS Division  
1000 Custer Hollow Road  
Clarksburg, WV 26306

# ACCESS VIA COURT ORDER

The order to the FBI must be the original, must be signed by the judge, and must include the following information:

- ❖ Complete name and date of birth of the subject of the record.
- ❖ Typed name of the judge.
- ❖ Name and address of the court.
- ❖ The ORI of the court.

# ACCESS VIA COURT ORDER

- Upon receipt of the order, the FBI will conduct a search for any record pertaining to the subject(s) of the order and will forward any record(s) to the court at no cost.
- The record(s) returned to the Court will be accompanied by a letter requesting the Court to review the CHRI prior to providing it to the defense counsel and/or prosecuting attorney to insure that it is relevant to the matter before the court.



# DISSEMINATION OF CHRI

- ❑ Dissemination simply means the sharing of CHRI with another person or agency.
- ❑ You may share the information with other authorized members of YOUR AGENCY, or your served agencies, without creating any additional paperwork.



# DISSEMINATION OF CHRI

- ❑ If you share the information with any authorized person outside of your agency, or served agencies, you shall maintain a secondary dissemination log.
- ❑ If you make a copy of the III that you received the secondary dissemination log shall indicate that a copy was made and the disposition of any/all copies.
- ❑ Secondary dissemination logs shall be maintained for a minimum of three years.

# NON-CRIMINAL JUSTICE DISSEMINATION



You are not allowed to conduct queries for, or release III information to, non-criminal justice requestors.

# DISSEMINATION BY VOICE

□ Voice dissemination of CHRI may be used when an officer determines that there is an immediate need for this information to further an investigation, or there is a situation affecting the safety of an officer or the general public.



□ This includes any electronic device that uses wireless or radio technology to transmit voice information, such as radios, cellular phones (text messaging prohibited) and cordless phones.

# DISSEMINATION BY VOICE

- ❑ Codes to disguise the routine transmission of non-conviction and arrest CHRI information shall be used.

# DISSEMINATION VIA MDC'S

Mobile Data Computers are allowed to access detailed III/CHRI information, if approved by the individual agency.





# DISSEMINATION VIA E-MAIL

Criminal Justice Information (CJI) (III, KS CCH, DMV records, etc.) may be transmitted when both the sending and receiving e-mail boxes belong to one of the approved domains (such as leo.gov).



# DISSEMINATION VIA E-MAIL

- ❑ Agencies are allowed to e-mail CJI (Criminal Justice Information) within their own network (i.e.; anytownnpd.org, anycountysheriff.com, etc.) when the network is under the full management control of the agency without encrypting the data.
- ❑ Any web based e-mail accounts, Gmail, Hotmail, Yahoo, etc., cannot be utilized for transmitting sensitive data as the agency would not possess the management control of the e-mail domain.



# DISSEMINATION VIA E-MAIL

- ❑ Agencies are allowed to e-mail CJI from one agency to another IF the sending agency can ensure they are utilizing an encryption program approved by your technical security auditor.
- ❑ There is no guarantee the receiving agency will possess the corresponding program necessary to unencrypt the message or attachment.
- ❑ A user shall be confident that such an encryption program is in use or err on the side of caution and NOT e-mail any CJI.

# DISSEMINATION VIA FAX MACHINES

- ❑ Criminal Justice Information (CJI) may be transmitted by fax if both the sending and receiving agencies have valid criminal justice ORI's.
- ❑ Internet or wireless fax transmissions are allowed as long as the encryption standards applied to e-mailing are met.
- ❑ The receiving agency should be contacted prior to transmission to ensure the fax machine is secure and an authorized user is present to receive the sensitive information.

# KANSAS PENALTIES FOR ABUSE

- ❑ K.S.A. 22-4707 Restrictions on dissemination of criminal history record information; penalties (c) In addition to any other remedy or penalty authorized by law, any individual violating or causing a violation of the provisions of this section shall be deemed guilty of a class A non-person misdemeanor. If the person is employed or licensed by a state or local governmental agency a conviction shall constitute good cause to terminate employment or to revoke or suspend a license.
- ❑ K.S.A. 21-6002 Official misconduct, a class A non-person misdemeanor.

*\* These penalties include the misuse of DMV files.*

# PENALTY FOR THE ABUSE OF INFORMATION FROM III

U.S. Federal code –

Title 28 (part 20) (subpart b):



Any agency or individual violating the dissemination regulations for criminal history record information received from the criminal justice information system shall be subject to a fine not to exceed \$11,000.

# DESTRUCTION OF CHRI PRINTOUTS

When a printout is of no further use, the record must be destroyed by shredding or burning.



# AUDIT AWARENESS

All transactions are recorded and logged electronically.

- ❖ Review of these transactions are part of the audit process at both state and federal levels.



# IMAGE FILE

Images are associated with NCIC records to assist in identifying a person or property.



# IMAGE FILE

- ❑ Person files may be modified to include images such as mug shots, signatures and identifying images (i.e. tattoos or scars).
- ❑ Property files may be modified to include identifying images (i.e. boat, vehicle, airplane, vehicle part).
- ❑ NCIC Image instructions can be found on the KHP CJIS Launch Pad at <https://cjisaudit.khp.ks.gov/launchpad/>



# IMMIGRATION VIOLATOR FILE

- ❑ The Immigration Violator File contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes and on foreign-born individuals who have violated some section of the Immigration and Nationality Act.
- ❑ The Bureau of Immigration and Customs Enforcement (ICE) will enter the data into one of the 3 available categories.



# IMMIGRATION VIOLATOR FILE

The 3 categories are:

- ❑ Deported Felon Category - contains records for previously deported felons convicted and deported for drug or firearms trafficking or serious violent crimes.
- ❑ Absconder Category - contains records for individuals with an outstanding administrative warrant of removal from the U.S. who have unlawfully remained in the U.S.
- ❑ National Security Entry-Exit Registration System (NSEERS) Category - contains records of individuals with an outstanding administrative warrant for failure to comply with the national security registration requirements.

# LICENSE PLATE

- ❑ A uniquely-numbered stolen license plate can be entered only if a theft report has been made.
- ❑ In a 2 plate state where only one plate is reported as stolen, the entering agency can make an entry only after getting the reporting party's assurance that the remaining plate will not be displayed on their vehicle. If only one plate of a set is stolen, a notation of this fact must be made in the miscellaneous field of the entry (i.e. "rear plate only").

# LICENSE PLATE

- ❑ Entry of license plates expired beyond one year is allowed in the NCIC License Plate and person files.
- ❑ An inquiry on a license plate will search ALL files containing license plate data (including person files).
- ❑ Retention period on this file will be the balance of the entry year plus 4 years, after which the entry is automatically retired.

# MISSING PERSON

**A missing person record may be entered as one of the following:**

1. EMD - Disability (senile, physical or mental)
2. EME - Endangered (physical safety in danger)
3. EMI - Involuntary (abduction, kidnapping, etc.)
4. EMJ - Juvenile: a person who is missing and not declared emancipated as defined by laws of his/her state of residence and does not meet any of the criteria set forth in categories 1, 2, 3, or 5.

# MISSING PERSON

5. EMV - Catastrophe (missing after a catastrophe)
6. EMO - Other: a person not meeting the criteria for entry in any other category who is missing, and...
  - (a) for whom there is reasonable concern for his/her safety,
  - or-
  - (b) a person who is under age 21 but is declared emancipated by the laws of his/her state of residence.

# MISSING PERSON

- ❑ Entry of emancipated missing person (Adult)
- ❑ A record for a missing person who is over the age of 21 (18 years of age in Kansas) may be entered provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. Written documentation will aid in the protection of the individual's right to privacy.
- ❑ This written documentation must be kept in the case file. In the absence of such, a signed report by the investigating officer will suffice.

# MISSING PERSON

- ❑ Entry of an un-emancipated person (Child)
- ❑ NCIC policy requires missing juveniles be entered immediately, as soon as the minimum information is obtained to make an entry, not to exceed 2 hours.
- ❑ The two hour timeframe begins as soon as the officer clears the scene.



# MISSING PERSON

- ❑ Kansas Statute 75-712(c) requires ALL missing persons be entered as soon as practical.
- ❖ Per audit standards, ALL missing person entries, regardless of age, must be entered as soon as the minimal mandatory identifiers\* are available not to exceed two hours.

\*Mandatory identifiers include MKE, ORI, NAM, SEX, RAC, DOE (as required), HGT, WGT, EYE, HAI, MNP, DLC, and OCA.

# MISSING PERSON

- ❑ The Kansas message switch has been programmed to restrict users from entering children under the age of 13 as simply a missing juvenile (EMJ).
- ❑ The message switch will reject any such attempt and direct the agency to enter the missing juvenile as “missing endangered” (EME or EMEC) or “missing involuntary” (EMI or EMIC).

# MISSING PERSON

- ❑ Young children, toddlers and infants are more likely to go missing under involuntary circumstances or are endangered.
- ❑ It is still important to flag the “MNP” field with “CA” if the case involves a known abduction.
- ❑ For an Amber Alert the “MNP” field should be coded “AA”.
- ❑ When a missing person record is entered or modified, NCIC automatically compares the data in that record against all Unidentified Person File records.

# MISSING PERSON – PWI

- ❑ A Person With Information (PWI) may be appended to an endangered (EME) or involuntary (EMI) missing person entry if the person may possess relevant information which may lead to locating the missing person.
- ❑ There may be a maximum of two individuals named in a single record as Persons With Information.
- ❑ The PWI capability may only be used when the rules and conditions within the manual have been met and only after information regarding the PWI has been disclosed to the general public through the issuance of an Amber Alert or other formal public notification.

# MISSING PERSON

- ❑ The NCIC System will send a \$.K. PWI unsolicited message 72 hours after the entry of PWI data advising that, if probable cause exists, an arrest warrant should be obtained. NCIC will send subsequent \$.K. notifications every 30 days until the PWI data is removed from the record.
- ❑ PWI data must be immediately removed from the record when/if the individual no longer meets the criteria.

# MISSING PERSON

- ❑ When probable cause for arrest of the PWI exists, a warrant must be obtained, entered into the Wanted Person File, and linked to the associated Missing Person File (MPF) record.
- ❑ When probable cause for arrest of the PWI exists, but a warrant cannot be readily obtained because of circumstances beyond the control of the investigating law enforcement agency, a Temporary Want should be entered into the Wanted Person File and linked to the MPF record.

# MISSING PERSON

- ❑ An agency is required to verify and update missing person record entries with any additional information, including: Blood Type; Dental Characteristics; Fingerprint Classification; Jewelry Type and Scars, Marks and Tattoos within 60 days of entry.
- ❑ If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted.

# MISSING PERSON

- ❑ Vehicle and/or license plate data may be appended only if the entering agency has reasonable grounds to believe that person may be operating or is a passenger in the vehicle or a vehicle bearing that license plate.



# MISSING PERSON

- ❑ In all files, the MIS field is not searchable.
- ❑ Additional aliases (including nicknames and monikers), dates of birth, social security numbers, scar marks and tattoos and driver's license numbers must be entered as a supplemental to the original entry.

# MISSING PERSON

- ❑ When sending a Hit Confirmation Request for a missing person you will need to determine from the entering agency if they want the person detained or released.
- ❑ This information is mandatory for the locate message.
- ❑ The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record. Originating ORI is notified by a \$.L. administrative message.

# MISSING PERSON

- ❑ A Missing Person record is retained indefinitely until action is taken by the originating agency to clear or cancel the record, unless a locate is placed on the record.
- ❑ Agencies are not permitted to remove Missing Person records unless documentation is provided to support removal (i.e. removing someone due to age is not permitted).

**Negative Response:**

1LO1HEADER

WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W

**Positive Response (with supplemental records):**

1LO1HEADER

WA1230000

MKE/MISSING PERSON JUVENILE

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19891012

DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO SKN/FAR

SMT/SC R HND

SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234

MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT

BLT/OPOS CRC/C FPA/N BXR/P

JWT/PK NE

JWL/GOLD CROSS ON CHAIN

ORI IS ANY CITY PD MD 301 555-1212

DOB/19881012

DOB/19891210

AKA/ROE, EDWARD

AKA/JONES, EDWARD

SMT/CAUL L EAR

SMT/TAT R ARM

DENTAL CHARACTERISTICS

DXR/Y MPA/N PRE/INDIVIDUAL HAS NO DECAY

ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH ARE DECAYED;

NO TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL CHARACTERISTICS.

NIC/M000069216 DTE/19991201 1245 EST

IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN

INTERSTATE COMPACT ON JUVENILES

# NICS FILE

- ❑ NICS was developed in response to the enactment of *The Brady Handgun Violence Prevention Act of 1993* (*Brady Act*).
- ❑ This act **initially** mandated an instant criminal background check for firearm purchase eligibility determinations only.
- ❑ Recent changes **now** provide for these checks prior to disposing of or returning a recovered or confiscated firearm currently in law enforcement possession.

# NICS FILE

- ❑ NICS is an investigative tool to assist law enforcement agencies in making better informed decisions regarding an individual's eligibility to receive firearms in accordance with federal and state law.
- ❑ All subject records submitted to the NICS Index are predetermined to be firearm prohibiting by the record-contributing agency prior to their entry into the database.
- ❑ A valid name and descriptor-based match with a NICS entry provides the inquiring agency with immediate grounds to deny the firearm transfer.

# NICS FILE

- When a NICS background check is initiated, a search of the following national databases is conducted:
  - ❖ National Crime Information Center (NCIC)
  - ❖ Interstate Identification Index (III)
  - ❖ NICS Index
  - ❖ Immigration & Customs Enforcement (IAQ)  
*when non-U.S. citizenship information is provided*

# NICS FILE

*In Kansas, A NICS Background Check is initiated through NCIC, via the QNP message key.*

The screenshot shows a software window titled "QNP - QUERY ALL NICS RECORDS". The window contains several sections of input fields:

- Header Information:**
  - QRI: [Text Field]
  - Control Field: [Text Field]
- Required Information:**
  - \* Name (NAM): [Text Field]
  - \* Sex (SEX): [Dropdown Menu]
  - \* Race (RAC): [Dropdown Menu]
  - \* Date of Birth (DOB): [Text Field]
  - \* Residence State (SOR): [Dropdown Menu]
  - \* Purpose (PUR): [Text Field]
- Identifying Information:**
  - E.F. License # (FFL): [Text Field]
  - S.F. License # (SFL): [Text Field]
  - State Transaction # (STN): [Text Field]
  - Attention (ATN): [Text Field]
  - Citizenship (CTZ): [Text Field]
  - Country of Citizenship (COC): [Text Field]
  - Country of Citizenship (COC): [Text Field]
  - Country of Citizenship (COC): [Text Field]
  - Exception Documentation Code (EXC): [Text Field]



# QNP RESPONSE – NCIC HIT

- This sample QNP response shows NCIC generated a hit.
- If deemed a “valid” match, an agency should review the record, conduct any outreach, etc., in order to determine if a state or federal firearm prohibition exists.

NAM/GRUDGE, KAREN A SEX/F RAC/W DOB/04/30/1989  
SOC/123-00-4567 SOR/KS

STATESEARCHRESPONSE-- COMPLETE

NCIC - HITS  
III - NO RECORDS FOUND  
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== N C I C ===== (1 OF 1)

MKE/PROTECTION ORDER  
NAM/GRUDGE, KAREN A  
SEX/F RAC/W POB/WV DOB/19890430  
HGT/506 WGT/120 EYE/BLU HAI/BR0  
BRD/Y ISD/20151201 EXP/NONEXPIRING  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING,  
THREATENING, ABUSING,  
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE  
PROTECTED PERSON AND/OR  
PCO/THE CHILD OF THE PROTECTED PERSON.  
PCO/02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE  
PROTECTED PERSON'S FAMILY.  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE  
RESIDENCE, PROPERTY,  
PCO/ OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR  
OTHER FAMILY .  
PCO/05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY  
COMMUNICATION WITH THE  
PCO/PROTECTED PERSON INCLUDING BUT NOT LIMITED TO,  
PERSONAL, WRITTEN, OR  
PCO/TELEPHONE.  
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR  
PURCHASING A FIREARM  
PCO/OR OTHER WEAPON.  
SSN/123-00-4567  
ORI/KS00680000 FBI/12345XXX3  
PNO/10DVXXX938 CTI/KS0XXXXX3J  
NIC/H06XXXXX16

# QNP RESPONSE – III HIT

- This sample QNP response shows III generated a hit.
- If deemed a “valid” match, an agency should obtain and review the criminal history record in order to determine if a state or federal firearm prohibition exists.

NAM/O'SHEA, RICK SEX/M RAC/W DOB/11/15/1968  
SOC/ 111-00-3333 SOR/KS

STATESEARCHRESPONSE--COMPLETE

NCIC – NO RECORDS FOUND  
III - HITS  
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== I I I =====

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE  
RESULT OF YOUR  
INQUIRY ON NAM/O'SHEA RICK SEX/M RAC/W DOB/19681115  
PUR/22

NAME	FBI NO.	INQUIRY DATE
O'SHEA, RICK	123456XX7	2016/06/07

SEX	RACE	BIRTHDATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE
M	W	1968/11/15	510	190	BLK	BLK	KS

SOCIAL SECURITY  
111-00-3333

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE  
FROM THE  
FOLLOWING:

FBI	- FBI/123456XX7	- UNKNOWN
VIRGINIA	- STATE ID/VA12XX567	- UNKNOWN

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE  
IDENTIFICATION  
INDEX BY USING THE APPROPRIATE TRANSACTION.

NICS-END

# QNP RESPONSE – NICS INDEX HIT

- This sample QNP response indicates NICS generated a hit.
- If, based on the comparison of name and descriptive data, the prospective firearm transferee is deemed a “valid” match to the subject of the NICS Index record, the transaction can be denied.

NAM/DEBANKS, ROB SEX/M RAC/W DOB/08/21/1978  
SOC/292-00-6543 SOR/KS

STATESEARCHRESPONSE--COMPLETE

NCIC - NO RECORDS FOUND

III - NO RECORDS FOUND

NICS - HITS

NTN/XXXX-XXX

NICS RESPONSE DATA:

===== NICS INDEX =====

NICS RESPONSE DATA:

RECORD FOUND BY: PRIMARY NAME

NRI: 1234567890 STATUS: ACTIVE EXPIRATION DATE: N/A

PCA: D - Adjudicated Mental Defective/Committed to a Mental Institution

NAM: DeBanks, Rob

SEX: M RAC: W HGT: N/A WGT: N/A EYE: N/A HAI: N/A

POB: KS SOR: N/A

DOB: 08/21/1978

SSN: N/A

AKA: N/A

SMT: N/A

MNU: N/A

MIS: No additional descriptive information available

ORI: KS02402X5 OCA: 41600620XXXX

DNY: N/A

DATA-SRC: KS

ARI: KSC022122

CREATED-DATE: 05/19/2011

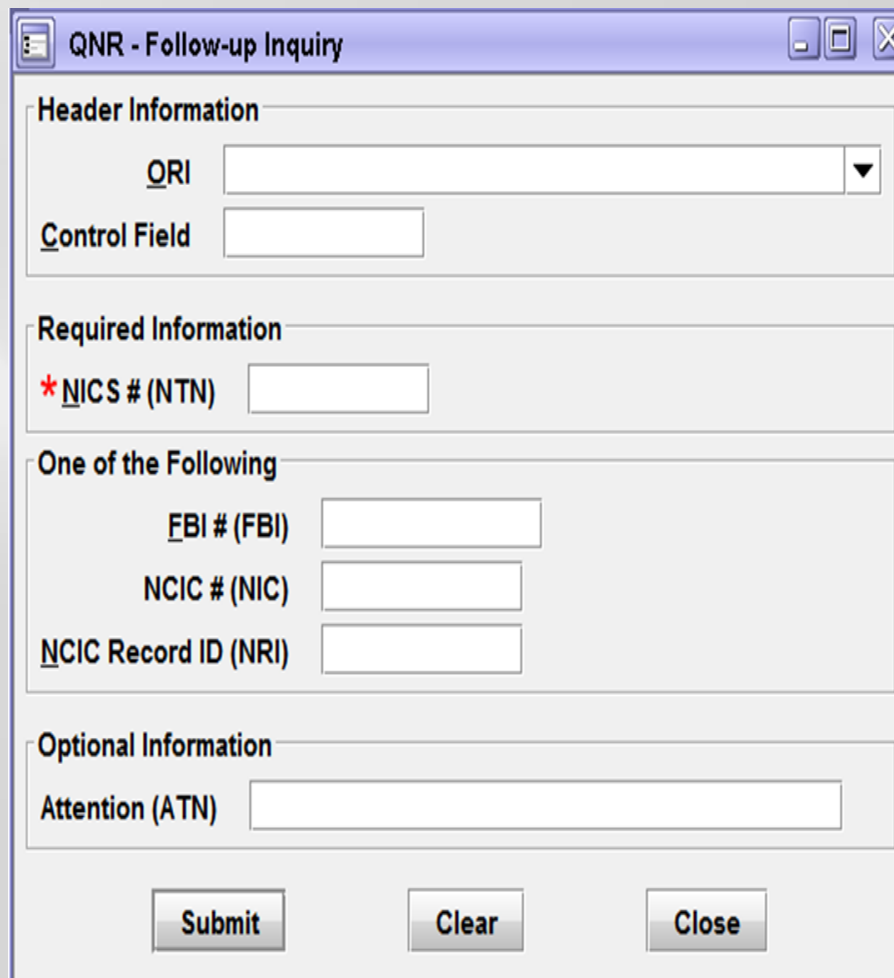
UPDATED-DATE: 05/19/2011

NICS-INDEX-END

NICS-END

# QNR FOLLOW-UP INQUIRY

When an agency determines their subject's name and descriptive information to be a valid match with the name and descriptive information of a III criminal history record, the agency should obtain the record and review to determine if any state or federal firearm prohibitions exist. This is done by conducting a QNR transaction.



The screenshot shows a web-based form titled "QNR - Follow-up Inquiry". The form is organized into four sections: Header Information, Required Information, One of the Following, and Optional Information. Each section contains one or more input fields. At the bottom of the form are three buttons: Submit, Clear, and Close.

Header Information	
ORI	<input type="text"/>
Control Field	<input type="text"/>

Required Information	
* NICS # (NTN)	<input type="text"/>

One of the Following	
FBI # (FBI)	<input type="text"/>
NCIC # (NIC)	<input type="text"/>
NCIC Record ID (NRI)	<input type="text"/>

Optional Information	
Attention (ATN)	<input type="text"/>

Submit Clear Close

# AUDIT AWARENESS

Any agency conducting QNP transactions will be audited for their NICS usage and access. The OCA and NICS Transaction Number (NTN) are utilized during the audit process by the CJIS Audit Unit and should be maintained with the agency's case file or transaction log.

QNP TRANSACTION LOG								
AGENCY:				ORI:				
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								

PURPOSE CODE (PUR/)	ATTENTION (ATN)	REASON (REA)	INFO RELEASED:
22 - RETURN OF HANDGUN	FULL FIRST AND LAST NAME OF REQUESTOR FOLLOWED	RO/ RELEASED TO OWNER	NRF (NO RECORD FOUND), III, NCIC, NICs
23 - RETURN OF LONG GUN	BY A SLASH OR DASH AND THE LAST THREE CHARACTERS	RF/RELEASED TO FAMILY MEMBER	
24 - RETURN OF OTHER	OF OPERATORS USERID	RX/RELEASED TO "OTHER"	

# NICS DENIED TRANSACTION FILE

- ❑ The Advisory Policy Board has created the National Instant Criminal Background Check System (NICS) Denied Transaction File (NDTF).
- ❑ The file will contain records on individuals who have been determined to be prohibited persons per the Brady Act and, thus, denied a firearms purchase as a result of a NICS background check.
- ❑ NDTF records are available in NCIC for 180 days from the Date of NICS Denial at which time the NDTF records will be purged.

# NICS DENIED TRANSACTION FILE

- ❑ Entries will be accomplished via an interface managed by the FBI based upon a NICS denial.
- ❑ The file may be inquired upon via a “QND” transaction but these records will not be provided in response to any other inquiries.
- ❑ These records will, however, be returned as part of the entry and modification acknowledgements to other person records.

# ORI FILE

- ❑ This file gives users the capability to inquire upon an ORI to see to which agency it is assigned and/or to obtain an agency's complete address and telephone number.
- ❑ Agencies are able to modify their own agency address and telephone number in this file.





# PROTECTION ORDER FILE



- ❑ The Protection Order File (POF) contains court orders, civil or criminal, that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidation, or harassing another person.
- ❑ Each entry in this file must be supported by a valid court order.

# PROTECTION ORDER FILE

**Kansas courts may issue six types of protection orders to include:**

- ❖ Protection From Abuse (PFA)
- ❖ Protection From Stalking (PFS)
- ❖ Temporary Restraining Orders (TRO)
- ❖ “No Contact” or “Keep Away” orders in both criminal & civil cases, and...
- ❖ General Injunctions.

# PROTECTION ORDER FILE

- ❑ The types of orders issued and the information contained in them vary from state to state.
- ❑ Valid orders issued by other states shall be given full faith and credit and fully enforced in Kansas.
- ❑ Reasonable notice and opportunity to be heard must be given to the person against whom the order is sought before a final Protection From Abuse order can be issued.

# ENTRY CRITERIA

- ❑ Kansas Statute 60-3112 states Protection from Abuse Orders shall be entered into NCIC immediately, once receiving the order from the court and verifying all mandatory identifiers are available.
- ❑ In accordance with Kansas Statutes, both final and temporary Protection From Abuse orders must be entered into NCIC.
- ❑ Emergency PFA orders may be entered in NCIC.
- ❑ Stalking and other forms of restraining orders may be entered in NCIC.

# PROTECTION ORDER FILE

- ❑ In order to document service of the order, the “Service Information” (SVC) and “Service Date” (SVD) fields are available.
  
- ❑ **The SVC Field may contain:**
  - 1 = SERVED
  - 2 = NOT SERVED
  - 3 = UNKNOWN
  
- ❑ If the SVD Field is populated with a date, the SVC Field must reflect “1 = SERVED”.

# PROTECTED PERSONS (PPN)

- ❑ Any additional protected persons (including children) named in the protection or stalking order shall be included in the NCIC supplemental entry as Protected Persons (PPN), in order to be searchable data.
- ❑ **You will need the protected person's:**
  - ❖ Name
  - ❖ Sex
  - ❖ Race
  - ❖ DOB and/or SOC
- ❑ If DOB or SOC is unavailable, additional protected persons may be listed in the MIS field.

# MISCELLANEOUS FIELD (MIS)

- ❑ The type of order must be clearly indicated in the MIS Field (i.e.; “Protection from Abuse”, “Protection from Stalking”, “Restraining Order”).
- ❑ If exclusive rights to any physical residence(s) have been ordered by the court, this must be indicated in the MIS Field including the physical address of the residence(s), *even if marked as “confidential” on the order.*

# FIREARMS PROHIBITION

The Protection Order File has two immediate indicators to identify whether a subject is prohibited from the receipt or possession of a firearm:

- ❑ The **Brady Indicator (BRD) field** is to be utilized when the subject is prohibited under Federal Law 18, USC 922,

or...

- ❑ the **Protection Order Condition (PCO) code 07** shall be applied when the subject is state prohibited.



# BRADY INDICATOR

- ❑ Setting the Brady Indicator field to “Y” (Yes, disqualified) indicates the respondent is prohibited under federal law from receiving or possessing a firearm.
- ❑ Only a **final order** can have the Brady Indicator set to “Y” and only when the Brady Indicator criteria have been met.

# BRADY INDICATOR CRITERIA

- ❑ The “Protection Order” prohibition in the Gun Control Act shall apply to any person who is subject to a final protection order, which:
  - ❖ includes a finding that such person represents a **credible threat** to the physical safety of an intimate partner or child of the intimate partner or person,
  - or
  - ❖ by its terms, explicitly **prohibits the use, attempted use or threatened use of physical force** against the intimate partner or child that would reasonably be expected to cause bodily injury.

# BRADY INDICATOR CRITERIA

- ❑ The federal firearm prohibition **does not apply** UNLESS the relationship between the SUBJECT of a protection order and the PROTECTED PERSON falls within specific parameters.
- ❑ A chart of specific relationship parameters frequently encountered on protection orders, and the appropriate determination for the application of the Brady Indicator, is located in the Protection Order File section of the NCIC Manual.

# BRADY INDICATOR

- ❑ If the order does not meet the Brady criteria, the BRD field is to be set to “N” (No, not disqualified).
- ❑ The BRD indicator of “U” (Unknown) is utilized when a determination cannot be made regarding a federal prohibition.
- ❑ Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The “U” code should be used when the status remains unknown after reviewing all available documentation or when no attempt is made to determine the disqualification status.

# PROTECTION ORDER CONDITION (PCO) CODE 07

- ❑ Judges may apply any reasonable restrictions upon the subject of a protection order which are deemed to be appropriate for ensuring the safety of the protected person(s).
- ❑ These decisions are made upon specific request(s) by the petitioner, local ordinances, testimony in court and/or any other evidence presented.
- ❑ This can include a provision in the order that forbids an individual from possessing, purchasing or receiving a firearm.

# PROTECTION ORDER CONDITION (PCO) CODE 07

- ❑ This provision is indicated when the court checks the box under “Other Provisions” on the court order form indicating “Defendant shall surrender any firearms to...” and/or includes wording to this effect in the order.
- ❑ This condition code may be applied regardless of any federal prohibition and does not require the same “intimate partner” relationship as the Brady Indicator.

# PROTECTION ORDER CONDITION (PCO) CODE 07

- ❑ Though this is a state prohibition, the PCO code 07 can be disqualifying and enforced on a national level under full faith and credit.
- ❑ When an agency enters a POF record with a protection order condition of “07”, and a weapon other than a firearm is specified, the weapon must be identified in the MIS Field.

# PROTECTION ORDER CONDITIONS

- ❑ All Protection Order Conditions (PCO) indicated in the court order must be included in the entry.

**Order**

**The Court Orders:**

- This Final Order of Protection from Abuse replaces any previous Temporary Order of Protection from Abuse entered by the court and serves as notice of termination of that order upon service of this final order on the defendant.
- The defendant shall not abuse, molest, or interfere with the privacy or rights of the protected person(s) wherever they may be. [ NCIC 01 & 02 ]
- The defendant shall not use, attempt to use, or threaten to use physical force, that would reasonably be expected to cause bodily injury, against the protected person(s). [ NCIC 01 & 02 ] ←
- The defendant shall not contact the protected person(s), either directly or indirectly, except as authorized by the court in paragraph 8(b) of this order. [ NCIC 04 & 05 ] ←
- The defendant shall not direct or request another to contact the protected person(s), either directly or indirectly, except as authorized by the court in paragraph 8(b) of this order. [ NCIC 04 & 05 ] ←
- The defendant shall not enter or come on or around the premises, the residence or workplace where the protected person(s) resides, stays or works. [ NCIC 04 ] ←
- Law enforcement officers are directed to grant any assistance necessary to protect the protected person(s) from abuse by the defendant, and to provide any other assistance necessary to enforce these orders, including the order excluding the defendant from the protected person(s) place of residence, wherever it may be. [ NCIC 08 ] ←

- ❖ This will require the use of supplemental data entries to include the multiple conditions.



# MILITARY PROTECTIVE ORDER (MPO)

The NCIC Protection Order File has been expanded to allow for MPOs. The Protection Order Condition (PCO) of 08 will be assigned with a mandatory caveat in the Miscellaneous Field (MIS) of:

*“THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”*

- ❑ The entering agency will be required to place this caveat into the MIS field manually.

# NCIC RECORD RETENTION

- ❑ Final protection orders that have no expiration are referred to as non-expiring (NONEXP) records. These records will remain active until cleared or cancelled by the entering agency.
- ❑ NCIC entries of temporary or emergency orders cannot contain an expiration date that exceeds one year (K.S.A. 60-3112(b)).

# NCIC RECORD RETENTION

- ❑ Inactive protection orders (cleared or expired) remain in the file for the remainder of the year in which the record is cleared or has expired plus five additional years.
- ❑ Inactive protection orders can be retrieved using a “QPO” query.

# WHEN TO CLEAR VS CANCEL (PROTECTION ORDERS ONLY)

- ❑ CLEAR – when the protection order is no longer in effect (i.e. has been dismissed, canceled or recalled by the court)
- ❑ CANCEL – when the protection order contains inaccurate data (or did not meet the criteria for entry in the Protection Order File)

**EXAMPLE OF A QW USING NAME OF PROTECTED PERSON**

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101

**Negative Response:**

1L01HEADER

MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W

**Positive Response:** (with supplemental information)

1L01HEADER

MD0100010

\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR  
POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION  
922)\*\*\*\*

MKE/PROTECTION ORDER

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/1971010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995

PNO/P012345 BRD/Y ISD/19980728 EXP/19990728 CTI/MD056013J

PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101

PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,  
PCO/SHCOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER  
PCO/FAMILY OR HOUSEHOLD MEMBER

OCA/14-017289

MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION

LIC/ABC123 LIS/MD LIY/2000 LIT/PC

VIN/2G2PM37A2G2208042 VYR/1992

VMA/DODG VMO/INT VST/4T VCO/BLK

ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555

PCO/THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A

PCO/FIREARM OR OTHER WEAPON

NIC/H146203706 DTE 19980728 0000 EDT

# SECURITIES FILE

- ❑ Serially-numbered identifiable securities that have been stolen, embezzled, used for ransom or counterfeited may be entered.



# SECURITIES FILE

- ❑ Cash, stocks, bonds, money orders, travelers checks and bait money are examples of items that can be entered into the Securities File.
- ❑ Personal checks, cashiers checks, lost or stolen credit cards, food stamps and lottery tickets are examples of items that do not meet the definition for entry.

# SECURITIES FILE

- Retention periods for Securities File entries will vary:
  - ❖ Ransom securities – unlimited retention
  - ❖ Stolen, embezzled or counterfeited securities records – balance of the year entered plus an additional 4 years
  - ❖ Traveler's checks and money orders – balance of the year entered plus an additional 2 years



# NATIONAL SEX OFFENDER REGISTRY (NSOR)



- ❑ Certain offenders must report regularly to the Sheriff's Office, located in the offender's county of residence, for the purpose of meeting the requirements of the Sex Offender Registration and Notification Act (SORNA) and the Kansas Offender Registry program.
- ❑ This “*registration*” process is not the same as an “*NCIC entry*”.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ Only the registered Sex Offenders are to be entered in the NSOR file of NCIC.
- ❑ Any Sex Offender required to register under the Kansas Offender Registry Program (KORA) has met the NCIC criteria for entry.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ Offenders must also register with the Sheriff's Office of the county in which they work or attend school, when it is a county other than the one in which they reside.
- ❑ Registrations for non-resident offenders that work or attend school must use the employer's or school's address/telephone number in the location fields of the registration form.
- ❑ "Registration" with a Sheriff's Office, under such circumstances, does not translate to an additional entry in the National Sex Offender Registry of NCIC if/when the offender is already entered by his/her county of residence.
- ❑ If the registrant is working or attending school in Kansas, and is not entered by the State of residence, an NCIC entry shall be made.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ Per Title 42, USC, Section 14071 (b)(7), states shall ensure that procedures are in place to accept registration information from non-resident offenders who have crossed into another state in order to work or attend school.
- ❑ A Point of Contact (POC) list for state and territory sex offender registries is located in the Introduction of the current NCIC Operating Manual.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ An agency may enter records for offenders who have failed to register or are noncompliant with an explanation (i.e.; absconder) in the Miscellaneous Field.
- ❑ Agencies are encouraged to seek warrants for these individuals and make corresponding entries in the Wanted Person File.

<b>CARL ANTHONY BALLARD</b>						
DOB: 08-04-1969						
Registered Since: 06-06-2005						
<b>Physical Description</b>						
Height	Weight	Eye Color	Hair Color	Race	Gender	
510	260	Brown	Black	Black	Male	
<b>Primary Address</b>						
Address Date	Street	City	ST	Zip	CO	
04-27-2011	8400 NEW JERSEY	KANSAS CITY	KS	66112	WY	
<b>Registration Information</b>						
Length of Registration:		Lifetime				
End Registration Date:						
<b>Most Recent Offense</b>						
1ST DEGREE CRIMINAL SEXUAL CONDUCT						




Photo Received: 09-09-2010

SEX OFFENDER

**NONCOMPLIANT**

# NATIONAL SEX OFFENDER REGISTRY

- ❑ If an offender has moved to another state which does not require registration, the Kansas agency is to leave their entry in NCIC. Change the State (STA) Field to reflect the appropriate state and add to the MIS Field a statement clearly describing the current circumstances.
- ❑ If an offender has been deported or moved/traveled internationally, the NCIC assigned country code, as listed in the NCIC Code Manual, should be entered in the STA Field.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ NSOR records remain active until cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached.
- ❑ Records with NONEXP in ERD field remain active until cleared or canceled.

# SEXUALLY VIOLENT PREDATORS

- ❑ Records for registered sexual predators must be entered as NONEXP.
- ❑ The entry message key EXS for “Enter Sexual Offender” will be translated as “Sexually Violent Predator” if the Sexual Predator Indicator (SXP) Field is set to “Y”.
- ❑ A court order must be in place stating the subject is a Sexually Violent Predator.



# NATIONAL SEX OFFENDER REGISTRY

- ❑ NSOR records must be removed as soon as possible, not to exceed 3 days, from the agency receiving the information supporting the removal of the record.
- ❑ A NSOR record should be cleared when an offender has relocated, but only after another jurisdiction has registered the offender (and completed their own entry into the NSOR) or when a previously valid record is removed from the jurisdiction's registry (i.e.; due to a change in the state's laws regarding offenses requiring registration).
- ❑ A cancellation message is used when it is determined that the record is invalid, the original criminal offense is **expunged\*** or the offender is deceased.

# \*EXPUNGEMENTS

- ❑ Although NCIC allows for the cancellation of an NSOR entry upon the expungement of the original criminal offense, the State of Kansas takes a different approach.
- ❑ If/when a registered Sex Offender is granted an expungement, their registration information only becomes “restricted” and will no longer appear on any publicly accessible website(s).
- ❑ The offenders obligation to register as a Sex Offender continues for the duration of the designated registration period (be it 15 years, 25 years or lifetime) and the entry in the NSOR file of NCIC will be maintained for the duration.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ When the ERD is reached, the record is retained in an inactive status (historical file) indefinitely.
- ❑ Records that have been cleared are also retained in an inactive status indefinitely.
- ❑ Both expired and cleared records may be removed from the historical file using the cancel transaction.
- ❑ Records that are canceled, from an active or inactive status, are retired (removed entirely from the system) immediately.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ An automated \$.Q. Sex Offender Notification notifies the ORI of an existing NSOR record that another sex offender record has been entered or modified to include matching identifiers.
- ❑ A match is determined by:
  - ❖ FBI/UCN number,
  - ❖ Social Security Number,  
or
  - ❖ NAM (or AKA) and DOB.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ When an agency receives a \$.Q notification and a follow-up investigation confirms that the convicted sexual offender has, indeed, relocated and established residency in another county/state, the first agency should clear their NSOR record.
- ❑ The clear transaction will change the status of the NSOR record from active to inactive. Only the agency that entered the record can clear it. All data including supplemental data is cleared.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ As with all NCIC file records, the entering agency must account for all available data in all fields of the entry.
- ❑ Missing or additional data that becomes available later should be promptly added, not to exceed 3 days, with the use of a modify message (MXS) or supplemental message (EXSN).
- ❑ A NSOR Missing Information Notification (\$.K.SOR.) is transmitted to the ORI of the record when a record has been on file for 30 days and does not contain an FBI/UCN number.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ Offender Registration Date (ORD) should reflect the first date the offender was required to register in the State of Kansas and should remain unchanged for the length of the offender's registration period.
- ❑ Ending Registration Date (ERD) should reflect the date registration is to end. This date may change if subject is incarcerated during any point of the registration period.
- ❑ Use KBI's offender registry to aid in determining both the ORD and ERD for an entry.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ Date of Conviction (CON) - is the date of the conviction which resulted in required registration. If the date of conviction is not available, another date associated with the conviction (i.e.; the date of the arrest) may be used with an explanation in the MIS Field.
- ❑ DNA – the DNA Field has a default value of “N” meaning there is no DNA data available. Populating this field with “Y” will indicate DNA is available.



# NATIONAL SEX OFFENDER REGISTRY

- ❑ A standard QW inquiry searches the NSOR File in addition to other “persons” type NCIC files, but retrieves only active records.
- ❑ A QXS inquiry restricts the search to only the NSOR file. However, it will retrieve records that are in an active, expired or inactive status. A “QXS” transaction can not be conducted using the NIC number.

# NATIONAL SEX OFFENDER REGISTRY

- ❑ The officer should be aware that the individual should not be arrested or detained based solely upon the information provided in the response from the National Sex Offender Registry.



For more details regarding National Sex Offender entries within NCIC, go to:

<https://cjisaudit.khp.ks.gov/resources/nsor.pdf>

# EXAMPLE OF QXS FOR INQUIRY

1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530

## Negative Response:

LO1HEADER

MD0100010

NO NCIC SEXUAL OFFENDER FILE NAM/SMITH, JOHN DOB/19620530

## Positive Response:

1LO1HEADER

MD0100010

\*\*\* SEXUAL OFFENDER REGISTRY INFORMATION \*\*\*

THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789  
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN,  
OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING  
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUALLY VIOLENT PREDATOR - CAUTION

VIOLENT TENDENCIES

ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/M POB/MD DOB/19620530

HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A SKN/ALB

SMT/SC R HND

FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/1999

ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON

CON/19810510 PLC/MD AOV/12 SOV/M DNA/N

OCA/92312665

MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN

MIS/WEAPON USED WAS STRAIGHT RAZOR

MIS/ADDITIONAL CHARGES OF KIDNAPING AND SEX ASSAULT - MINOR

MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM

MIS/MD ST BUREAU OF PRISONS 301 555-1234

ORI IS RIVERBEND FERRY MD

ADDRESS - 112 ELM STREET

SILVER CITY, MD 99999 301 555-1234

COUNTY - ESSEX

PHONE - 301 555-5555

NIC/X123456789 DTE/19990930 0430 EDT

\*\*\*\*\* END OF SEXUAL OFFENDER REGISTRY INFORMATION \*\*\*\*\*

# PROTECTIVE INTEREST FILE (PIF)

- ❑ This file was originally intended to aid the U.S. Secret Service in its effort to protect the President and other dignitaries.
- ❑ Certain local, state and federal agencies are now able to also enter records into this file.



# PROTECTIVE INTEREST FILE

- ❑ Only law enforcement agencies with a protective mission as specified within municipal, state or federal statutes, regulations or other appropriate legal authority may enter and update records in this file.
- ❑ A record may be entered into this file for an individual for whom the authorized agency reasonably believes, based on its investigation, may pose a threat to the physical safety of a protectee or their immediate family.
- ❑ Documentation (electronic or hard copy) must be on file to support a PIF entry.

# PROTECTIVE INTEREST FILE

- ❑ This file provides a tracking system for those individuals who may pose a threat to a protected person and advises of criminal activity that may be related to one of the protected persons.
- ❑ PIF records will be provided in response to both wanted person and vehicle inquiries.
- ❑ A hit upon a record will contain warning caveats unique to the source of the entry.

# PROTECTIVE INTEREST FILE

- ❑ No arrest or detention should be made based solely on a hit from this file.
- ❑ This is an informational file which does not require hit confirmation.
- ❑ PIF records have an unlimited retention period.

# PROTECTIVE INTEREST FILE

- ❑ When there is a hit on a record, an unsolicited automatic notification will be sent to the ORI of the PIF record.
- ❑ The Originating Agency will initiate the process of any further investigation involving the person in question.



## EXAMPLE OF AN INQUIRY

1NO1HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101

### Negative Response:

1LO1HEADER

MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W

### Positive Response:

1LO1HEADER

MD1012400

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION  
MKE/POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE

ORI/DCSS802Q1 NAM/SMITH, TEST SEX/M RAC/W POB/US DOB/19510101

HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/FAR

SMT/SC LF ARM

SOC/777010000

OFF/SUBJECT IS A THREAT TO A U.S. SECRET SERVICE PROTECTEE

OCA/1234EWX

ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC 202 435-5000

NIC/W307770846 DTE/19980930 0000 EDT

/REPEAT-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION

/CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL. NO.202 435-5000

WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR  
CRIMINAL

JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/

# SUPERVISED RELEASE FILE

- ❑ Local, State and Federal supervision officers enter records into this file for subjects who are under specific restrictions during their probation, parole, supervised release, pre-trial sentencing and those charged but released on their own recognizance.
- ❑ Records are automatically retired once the Date of Expiration (DPE) is met. The entering agency receives notification 30 days prior to purge at main terminal. NONEXP may be entered if subject remains under supervision for life.



# SUPERVISED RELEASE FILE

- ❑ No arrest or detention should be made based solely on a hit from this file.
- ❑ This is an information and officer safety type file only.
- ❑ There are no hit confirmation or locate procedures for this file.
- ❑ The entering ORI will automatically receive notification on all inquiries made on their convicted person record.

.....  
**Positive Response:**

1L01000005

WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/PROBATION OR SUPERVISED RELEASE STATUS

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19650220

HGT/510 UGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK

SMT/SC R HD

FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2000

OOC/ROBBERY OCA/611112131

VLD/20000521 VLN/JOHNSON, DAVID

MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO

MIS/FREQUENT BARS

LIC/ABC123 LIS/VA LIY/1999 LIT/PC

VIN/2F3727P051519 VYR/1977

VMA/PONT VMO/LEM VST/2D VCO/UHI

DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE

DSS/19930509 EDS/20051105 SON/FITZPATRICK, JOHN SOT/703 555-3013

ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615

ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234

DOB/19641111

AKA/THOMPSON, ROBERT

AKA/SMITH, WILLIAM

SMT/TAT R ARM

MNU/AS-111002222

SOC/111002222

OLN/L22057654321 IL 1996

LIC/345678 MD 1996 PC

VIN/3J57K5D012345 1975 OLDS CUT 2T BLU

IMN/I435461801 IMT/M

NIC/C146203706 DTE/19991020 0001 EST

REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD,

DO NOT ARREST BASED ON THIS INFORMATION,

CONTACT ORI IF RECORD SUBJECT IS ARRESTED FOR A NEW OFFENSE.

# KNOWN OR APPROPRIATELY SUSPECTED TERRORIST FILE (KST)

- ❑ Designed to provide identifying information about terrorist organizations and members of those organizations to law enforcement personnel.



# TERRORIST SCREENING CENTER

- ❑ The Terrorist Screening Center (TSC) is the only agency that may make and maintain entries in the Terrorist File.
- ❑ The TSC serves as the single point of contact for law enforcement authorities requesting assistance in the identification of subjects with possible connections to terrorism.
- ❑ There are four different handling codes used for KST file records. Based upon the handling code in the hit response, the receiving agency should adhere to the information and direction within the caveat that will preface the hit response.

# KNOWN OR APPROPRIATELY SUSPECTED TERRORIST FILE (KST)

- ❑ The Known or Appropriately Suspected Terrorist File serves to warn law enforcement of the potential dangers posed by violent organizations and individuals and promotes the exchange of information about these organizations and members to facilitate criminal investigations.
- ❑ A positive hit on a person or organization is not probable cause for arrest.
- ❑ This is an informational and officer safety file only.

# TERRORIST SCREENING CENTER

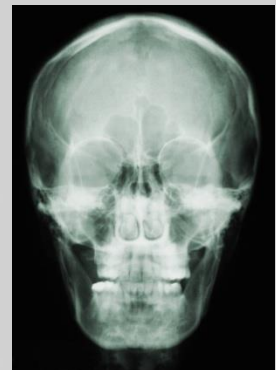
- ❑ A local agency, or officer, is expected to contact the TSC following every hit obtained from this file regardless of whether it is a valid or “false” hit.
- ❑ When a positive KST File response is received, the inquiring agency **MUST NOT** advise the individual that they may be on a terrorist watch list.
- ❑ Information that an individual may be on a terrorist watch list is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.



# UNIDENTIFIED PERSON FILE

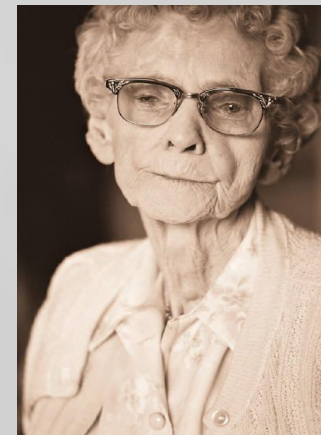
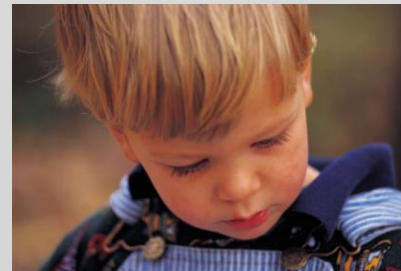
Unidentified Persons may be entered in one of three categories:

- ❑ Deceased: a person who is no longer living for whom the identity cannot be ascertained.
- ❖ This category also includes recovered body parts when a body has been dismembered.



# UNIDENTIFIED PERSON FILE

- ❑ **Living:** a person who is living and unable to ascertain his/her identity (i.e.; person who has amnesia or Alzheimer's, an infant or toddler, etc.)
- ❖ Information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.



# UNIDENTIFIED PERSON FILE

- ❑ Catastrophe: a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

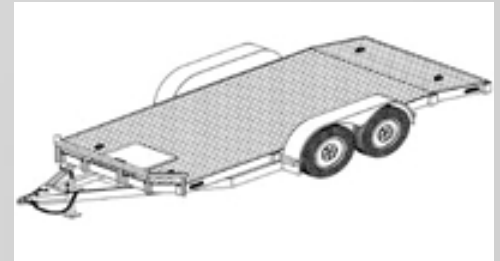


# UNIDENTIFIED PERSON FILE

- ❑ When an unidentified person record is entered or modified, NCIC automatically compares the data in that record against all missing person records.
- ❑ Unidentified Person File records will remain on file indefinitely or until action is taken by the entering agency to clear or cancel the record.
- ❑ When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the record for future identification in the event additional body parts are located.

# VEHICLE FILE

- ❑ A vehicle is defined as any motor driven conveyance designed to carry it's operator except a boat.
- ❖ Included are aircrafts and trailers.



# VEHICLE FILE

- ❑ A stolen vehicle may be entered if a theft report has been made.
- ❑ When taking a vehicle theft report, make sure you have some type of documentation as to where you obtained the VIN (such as vehicle registration files, Title, Bill of Sale, Insurance papers, etc.) which is then retained in the case file.

# VEHICLE FILE

- ❑ For all state-assigned VINs, or non-conforming 17-character VINs, SVIN must be entered as the first 4 characters in the MIS field.

A screenshot of a web form titled 'EV - NCIC Enter Vehicle'. The form is divided into several sections: 'License # (LIC)', 'License State (LIS)', 'License Year (LYR)', 'Vehicle Information', 'Optional Information', and 'Miscellaneous Information (MIS)'. The 'Vehicle Information' section contains fields for 'VIN # (VIN)', 'Vehicle Year (VYR)', 'Vehicle Make (VMA)', 'Vehicle Model (VMO)', and 'Vehicle Style (VST)'. The 'Optional Information' section contains fields for 'Notify Agency (NOA)', 'Linkage Agency ID (LKI)', and 'Linkage Case # (LKA)'. The 'Miscellaneous Information (MIS)' section is a large text area containing the text 'SVIN LEFT REAR TAILLIGHT BROKEN OUT'. A 'Submit' button is located at the bottom right of the form.

# VEHICLE FILE

- ❑ If a VIN is being entered as a numeric identifier, check the validity of the VIN with the VINAssist Tool within OpenFox.
- ❑ VINAssist can be utilized to verify the VINs of passenger cars, motorcycles, ATVs and light trucks manufactured since 1981.



# VEHICLE FILE

- ❑ A loaned, rented or leased vehicle that has not been returned may be entered if an official police theft report is made or a complaint results in the issuance of a warrant.
- ❑ A felony vehicle may be entered immediately providing the whereabouts of the vehicle is unknown.
- ❑ A vehicle subject to seizure may be entered when based upon a federally-issued court order.

# VEHICLE ENTRY MESSAGE KEYS (MKE) AND CAUTION INDICATORS

The message keys used to make a vehicle entry are:

- ❖ Stolen Vehicle – MKE/EV
- ❖ Felony Vehicle – MKE/EF

These caution indicators are available and should be utilized when they are applicable:

- ❖ -A      Occupant is armed
- ❖ -P      Hold for latent prints
- ❖ -F      Occupant armed and hold for prints

# VEHICLE FILE

- ❑ Vehicles entered with a VIN or OAN will remain on file for the balance of the year entered plus four years.
- ❑ Any vehicle entered with license plate information only (no VIN) will be automatically purged after 90 days.

# VEHICLE FILE

- ❑ An inquiry containing vehicle identifiers will automatically search ALL NCIC files that may include LIC and/or VIN data, including ALL person files (except the Unidentified Person File).
- ❑ Inquiries can be made using LIC only, VIN only or a combination of LIC, VIN and/or OAN. However, CJIS recommends inquiries be made with a combination of LIC and VIN.

**Negative Response:**

1L01HEADER

WA1230000

NO RECORD LIC/ABC123 LIS/MD

NO RECORD VIN/2P4555P026483

**Positive Response:**

1L01HEADER

WA1230000

MKE/STOLEN VEHICLE

ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/2P4555P026483 VYR/1995

VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921

OCA/2325

MIS/DENT IN REAR LEFT FENDER

OAN/1234567891234 VOD/GANATBAOO INTEREST

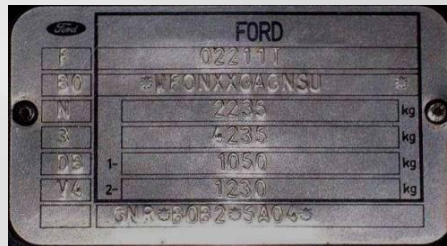
NIC/V000032699 DTE/19990930 1432 EDT

ORI IS ANY CITY PD MD 301 555-1234

**IMMED CONFIRM RECORD WITH ORI**

# VEHICLE/BOAT PART FILE

- ❑ A part is defined as any serially-numbered component from, or ownership documentation for, a vehicle or boat.
- ❑ This would include VIN plates, vehicle titles, backhoe attachments, hay balers, engines, transmissions, batteries, bumper, carburetor, door, hubcap, etc.
- ❑ An inquiry upon this file is made using the “QV” Message Key.



# VEHICLE/BOAT PART FILE

- ❑ An agency must have a valid theft report on file before an entry can be made.
- ❑ Entertainment devices taken from a vehicle or boat are NOT to be entered in this file, but may be entered in the Article File...if they otherwise meet the entry criteria for that file.
- ❑ Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered, plus 4 years.

# VIOLENT PERSON FILE

- ❑ This file is designed to alert law enforcement officers that an individual they are encountering may be prone to commit acts of violence against law enforcement.





# VIOLENT PERSON FILE

- ❑ This file is NOT directly related to the individuals who are required to register with their local Sheriff's Office as "Violent Offenders".
- ❑ DO NOT simply presume that a registering Violent Offender qualifies for entry into the Violent Person File of NCIC.

# VIOLENT PERSON FILE

Entry into this file should be made when at least one of the following criteria has been met:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest or any such statute which involves violence against law enforcement.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

...or...

# VIOLENT PERSON FILE

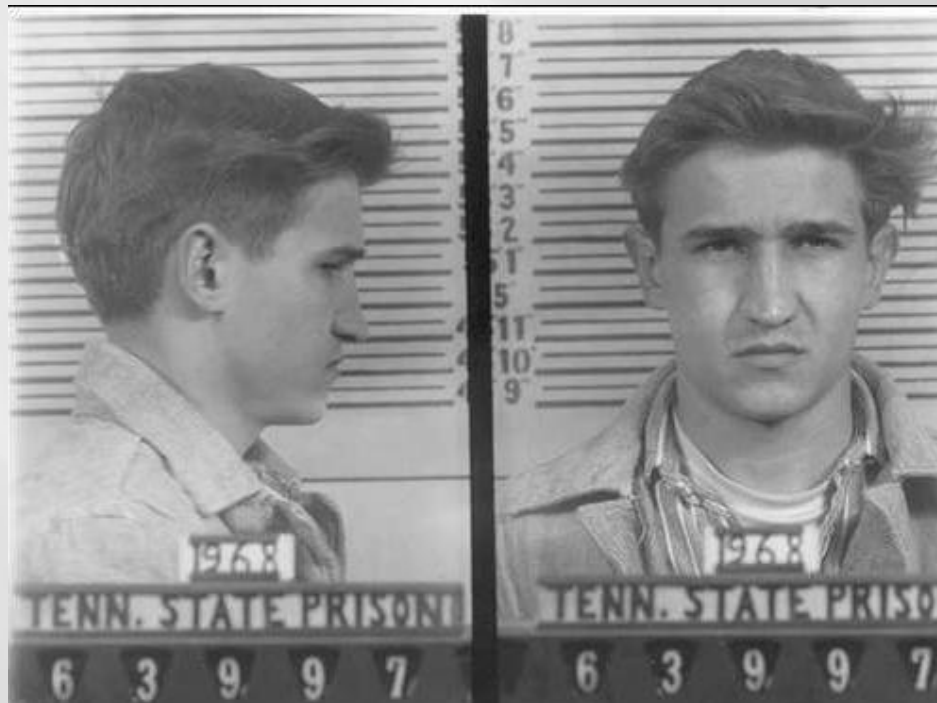
4. A law enforcement agency, based on it's investigation, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

# VIOLENT PERSON FILE

- ❑ Records in this file will be returned in response to the standard wanted person queries.
- ❑ Caution indicators should be added when appropriate.
- ❑ The VPF records have an unlimited retention period.
- ❑ Cancelling is the only means for removing a record from this file.

# WANTED PERSON FILE

- ❑ Any adult or juvenile for whom a federal, a felony or a misdemeanor warrant is outstanding, and probation and parole violators, may be entered.



# WANTED PERSON FILE

- ❑ Though the DOB Field allows for the entry of juveniles under the age of ten (10), Kansas statutes prohibit criminally charging anyone under the age of ten.



# WANTED PERSON FILE

- ❑ Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, that extradition will be authorized if the individual is located in another state.
- ❑ Two non-extradited locates placed upon a record will cause the record to be purged from NCIC.

# FELONY EXL CODES

1. Full extradition.
2. Limited extradition, see MIS field.  
(requires explanation in the MIS field.)
3. Extradition, surrounding states only.  
(this refers to Colorado, Nebraska, Missouri & Oklahoma)
4. No Extradition – In-state pick up only. See MIS Field for limits
5. Extradition arrangements pending, see MIS field.  
(used only once the subject is in custody but extradition is in question or has not been completed).
6. Pending extradition determination.  
(used at the time of entry when this decision is pending).



# MISDEMEANOR EXL CODES

- A. Full extradition.
- B. Limited extradition, see MIS field.  
(requires explanation in the MIS field.)
- C. Extradition, surrounding states only.  
(this refers to Colorado, Nebraska, Missouri & Oklahoma)
- D. No Extradition – In-state pick up only. See MIS Field for limits
- E. Extradition arrangements pending, see MIS field.  
(used only once the subject is in custody but extradition is in question or has not been completed).
- F. Pending extradition determination.  
(used at the time of entry when this decision is pending).

# EXL CODES “5” AND “6” (FELONY) AND “E” AND “F” (MISDEMEANOR)

- ❑ When the entry includes the code of “5” or “6” (for a felony warrant) or “E” or “F” (for a misdemeanor), the entering agency will receive a reminder notification every 15 days until the extradition limitation field has been modified to include specific extradition information or the record has been cleared.

# EXTRADITION

- ❑ If an agency receives a hit on a record that is outside of the extradition limitations, the record **need not be confirmed** and **the record must not be located**.
- ❑ An agency entering warrants that do not meet the definition of extradition; i.e. intrastate only (not crossing state lines), rather than interstate (crossing state lines) must code the EXL field as...
  - “4” (felony, no extradition), or
  - “D” (misdemeanor, no extradition).

# WANTED PERSON FILE – DETAINER

- ❑ A detainer is an official notice that a criminal justice agency wants an individual detained on their charges.
- ❑ Only Wanted Person File records in located status may have a detainer appended.
- ❑ The ORI of the record may place a locate on its own Wanted Person record, **when, and only when**, the apprehending agency incorrectly locates a wanted person record or fails to place a locate on the record when a detainer is required.

# WANTED PERSON FILE – DETAINER

- ❑ A detainer must be obtained and kept in the case file as documentation to substantiate the holding of the subject.
- ❑ A detainer form (DW) must be completed in order to append the detainer to the Wanted Person record.
- ❑ When a located Wanted Person File record containing an FBI/UCN number has detainer information appended, a Wanted Person Notice will be posted in the subject's criminal history record.

The screenshot shows a software window titled "DW - NCIC Enter Detainer". The form is organized into four main sections: "Header Information", "Record Identifiers", "Required Information", and "Optional Information".

- Header Information:** Includes a dropdown menu for "ORI", a text field for "Control Field", and a checkbox for "Test Message".
- Record Identifiers:** Includes text fields for "Name (NAM)", "NCIC # (NIC)", and "Agency Case # (OCA)".
- Required Information:** Includes text fields for "Date of Detainer (DOD)", "Detainer Case # (DNO)", and "Incarceration Agency (IRI)". Each field is preceded by a red asterisk indicating it is required.
- Optional Information:** Includes text fields for "Incarceration Start Date (DIS)", "Sentence Expiration Date (DSE)", and "Place of Incarceration (INC)".

At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

# WANTED PERSON FILE – DETAINER

- ❑ An appended detainer permits a wanted person record to remain active in NCIC, which enables the holding jurisdiction to identify the detainer. This ensures the subject will be extradited rather than released.
- ❑ Five days prior to the date of the sentence expiration, the wanting agency is to be notified of the impending release.
- ❑ The detainer capability does not alter the need for correctional facilities to query NCIC to determine if warrants exist for an individual prior to release.

# WANTED PERSON FILE – DETAINER

- ❑ An entering agency has the capability of deleting vehicle, license plate and investigative interest data in a Wanted Person File, which is in a detained status.
- ❑ No other modifications can be made to a record in detained status.

# WANTED PERSON FILE – DETAINER

- ❑ If there are no local charges and the arrest is based on an NCIC hit only, the locating agency must enter a locate showing the subject will be extradited (EXTR in the EXT field) to the jurisdiction of the entering agency. In these cases, a detainer does not apply.



# WANTED PERSON FILE

- ❑ If your agency has a wanted person entered in NCIC and he/she commits another crime in your jurisdiction, you cannot make a second entry on the subject.
- ❑ The original entry should be modified adding the new charge(s).
- ❑ The most serious charge should be entered as the primary offense with any/all additional charges described in the Miscellaneous Field.

# WANTED PERSON FILE

- ❑ Additional Offense (ADO) Field is available as a “Y” or “N” field in the Wanted Person File. This indicates the existence of multiple warrants for the same individual by the same ORI.
- ❑ Additional offenses should be listed in the MIS field.

# WANTED PERSON FILE

- ❑ Additional identifiers such as AKA's (including nicknames and monikers), DOB's, SOC's, SMT's and OLN's must be entered as supplemental records.
- ❑ Data in the MIS field is not searchable.

# WANTED PERSON FILE

- ❑ When making a wanted person entry, if you are able to establish caution indicators such as armed and dangerous, previously escaped custody, etc., you should add these indicators to the record entry.

# CAUTION AND MEDICAL CONDITIONS

When a person is entered with a caution indicator (EW-C, EM-C, etc.) the CMC Field must contain valid CMC code(s).

00- Armed and Dangerous

01- Other (Explain in MIS)

05- Violent Tendencies

10- Martial Arts Expert

15- Explosive Expertise

20- Known to Abuse Drugs

25- Escape Risk

30- Sexually Violent Predator

40- International Flight Risk

50- Heart Condition

55- Alcoholic

60- Allergies

65- Epilepsy

70- Suicidal

80- Medical Required

85- Hemophiliac

90- Diabetic

# WANTED PERSON FILE

- ❑ A temporary felony want record may be entered to establish a “want” entry when a law enforcement agency needs to take prompt action to apprehend a person, including a juvenile, who has committed, or the officer has reasonable grounds to believe has committed a felony.
- ❑ This subject may seek refuge by fleeing before a warrant can be obtained.
- ❑ A temporary want is valid for 48 hours only and must be modified to a permanent record, with a warrant number, within the 48 hours or the record is automatically purged.

# WANTED PERSON FILE

- ❑ An NCIC hit alone is not probable cause for arrest.
- ❑ The hit must be confirmed with the entering agency before any further action is taken.
- ❑ The Wanted Person file maintains an unlimited retention period.
- ❑ This file is subject to yearly validations, even when in a “detained” status.

MKE/WANTED PERSON - CAUTION  
CMC/20 - KNOWN TO ABUSE DRUGS  
EXL/1 - FULL EXTRADITION  
ORI/KSKBI0000 NAM/MOUSE,MICK E SEX/M RAC/W  
DOB/19390101 HGT/400 WGT/100 EYE/BLK HAI/BLK  
SKN/DRK SMT/TAT R ANKL  
OFF/HALLUCINOGEN - SELL  
DOW/20030225 OCA/0CATEST1  
MIS/TEST RECORD  
ORI IS KS BUR INVESTIGATION TOPEKA 785 296-8245  
SMT/TAT BACK  
SMT/TAT R FOOT  
IMN/I018500183 IMT/I  
IMN/I020500346 IMT/I  
IMN/I024500268 IMT/I  
IMN/I031000130 IMT/M  
IMN/I034000250 IMT/I  
NIC/W017001360 DTE/20030225 1210 EST DLU/20030225 1302 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI  
\*\* TEST\*\* THIS RESPONSE IS FROM THE NCIC TEST SYSTEM.



# OFF-LINE SEARCH



- ❑ The FBI must be contacted to request an off-line search.
- ❑ NCIC can conduct an off-line search of archived data from 1990 to present to assist you in investigations.
- ❑ Off-line searches may be conducted upon a wide variety of search parameters.
- ❑ Time parameters must be included in your request.

For additional information about requesting an offline search, agencies should contact the IOAU at ORI/DCFBIWAQ9 or call 304-625-3000 or email [ioau@leo.gov](mailto:ioau@leo.gov).

# REMEMBER...

- ❑ When you run a QW inquiry on a subject, you will get a hit on that individual if he/she is entered anywhere in the NCIC persons files, except the Unidentified Person File and the non-extraditable misdemeanors in NCIC.
- ❑ The same is true for an inquiry on vehicle data. Anywhere that license plate or VIN data is entered in the NCIC files, you will receive a hit on that record in response to the QV inquiry, even if the information is in a person record.

# REMEMBER...

- ❑ When you modify, clear, cancel or locate a record in any file, two record identifiers are always required.
- ❑ Using the NIC and OCA will work in all files and is the easiest to use and remember.

Record Identifiers	
NCIC # (NIC)	V736252384
License # (LIC)	
VIN # (VIN)	
* Agency Case # (OCA)	2009-CR-0329

**Locate Stolen Vehicle**

Record Identifiers	
Name (NAM)	
NCIC # (NIC)	W484762893
Agency Case # (OCA)	2009-CR-1654

**Clear Wanted Person**

# INVESTIGATIVE INTEREST

- ❑ The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to 10 agencies may add an investigative interest supplemental record to any base record on file.
- ❑ This is traditionally done to monitor the investigative progress of another agency's file entry. If agency requires notification of all hits on the base record, then this must be indicated in the Notify Investigative Agency(NIA) field.
- ❑ The investigative interest supplement will have the same retention period as the base record.

# INVESTIGATIVE INTEREST

- ❑ At the end of the retention period for the base record, the Investigative Interest Agency is notified by a \$.I. Notification that the record has purged.
- ❑ An Investigative Interest Agency is not required to validate their supplement.

# INVESTIGATIVE INTEREST

- ❑ This form is considered an “Other Transaction” and can be found under this branch of the Forms Tree.

The screenshot shows a web-based form titled "EII - NCIC Enter Investigative Interest". The form is organized into several sections:

- Header Information:** Contains a "Control Field" text input and a "Test Message" checkbox.
- Required Information:** Contains four required fields, each marked with a red asterisk:
  - \* Agency Case # (OCA): Text input
  - \* NCIC # (NIC): Text input
  - \* I.I. Case # (ICA): Text input
  - \* I.I. Date (DII): Text input
- Miscellaneous Information (MIS):** A large empty text area for additional notes.
- Optional Information:** Contains a "Notify Agency (NIA)" dropdown menu.

At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

1N01HEADER PA0450000 \*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY  
RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION  
FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED  
WITHOUT LIMITATIONS.  
MKE/WANTED PERSON  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012  
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000  
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/92341244  
WNO/635F1129 CTI/MD101261J  
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS  
LIC/ABC123 LIC/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS ANY CITY PD MD 304 555-1212  
DOB/19501012  
NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT  
INVESTIGATIVE INTEREST AGENCIES:  
IIA/WA1230000 ANY CITY PD WA 555 555-4321 ICA/123456789 DII/20010108 MIS/WANTED  
FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

# IAQ - IMMIGRATION ALIEN QUERY



- ❑ Immigration and Customs Enforcement (ICE), has provided a formatted screen called the Immigration Alien Query or IAQ.
- ❑ Responses come from the Law Enforcement Support Center (LESC).



# IAQ – IMMIGRATION ALIEN QUERY

**ICE is looking for, and has indicated they will act upon:**

- ❑ Aggravated Felons
- ❑ Any criminal record if conviction would make the individual removable from the United States
- ❑ Any subjects that have been previously deported
- ❑ Subjects with outstanding deportable warrants

# LAW ENFORCEMENT SUPPORT CENTER (LESC)

- ❑ The LESC will check the individuals(s) through NCIC, III, State files and will also check through eight ICE databases for any relevant information.
- ❑ LESC will also check for crimes outside of the US.
- ❑ If current felony information is found, LESC will call you immediately.
- ❑ ICE does not want agencies to make inquiries for any other agency.

# LAW ENFORCEMENT SUPPORT CENTER (LESC)

- ❑ Response time may take as long as 20 minutes.
- ❑ ICE has advised that you can now run all foreign born occupants of a vehicle (previously, only the driver and front seat passenger were to be queried). All of the IAQ's will be processed simultaneously, even if you query 40 subjects at the same time!
- ❑ When an officer is roadside, the person sending the query should contact the LESC at (802) 872-6020 to expedite the query. This will ensure roadside queries are top priority and processed first.

# LESC – MANDATORY FIELDS

In order to submit an IAQ, you will need:

- ❖ **PUR** – (Purpose Code) C
- ❖ **ATN** – (Attention Field) Officer name
- ❖ **PHN** – (Phone) Officer Cell phone # or, if none use dispatch PS #
- ❖ **NAM** – (Name) Subjects name your running the inquiry on
- ❖ **DOB** – (Date of Birth) YYYYMMDD
- ❖ **SEX** – (Sex) M or F
- ❖ **POB** – (Place of Birth) Officer will provide this

# LESC – MANDATORY FIELDS

- ❖ **CUS** – (In Custody)Y or N
  - Use “Y” if officer is on a traffic stop or is in sight of subject.
  - Use “N” if officer is not with the subject or is not in sight.
  
- ❖ **OFF** – (Offense Code) enter the most serious charge
  - if no charges use:
    - **0303** for alien smuggling (officer has a van load Of possible illegal's)
    - **0399** (Immigration see MIS) for all others.

# Additional Information

Queries should be run by a subjects identity – and often there are subjects that may provide several names and DOB's. Run each identity provided if need be.

Do not provide the LESC with an FBI number that was derived only by running Triple I by name and DOB. Sometimes subjects lie about their names, and queries that provide an FBI number will have an LESC response only based on that FBI number even if the name or DOB do not match up.

Only supply the FBI number in your query if you can attest that it 100% belongs to your subjects fingers. Often this can only be done if you have fingerprinted the subject, or can verify the criminal history exactly relates to your subject.

If an FBI number is not provided, the Specialists at the LESC will run Triple I themselves and attempt to match an FBI number. This will ONLY be based on the information provided, so if the subject was providing his brothers information, the response will only do the same.

# IAQ – IMMIGRATION ALIEN QUERY

## WHEN CAN YOU RUN AN “IAQ”?

**Any time you are dealing with  
a foreign born individual**

# UPDATES TO NCIC

- ❑ TOU 15-3 Effective August 7, 2016 - The SID Field will be added as an optional field to all NCIC Person Files. Additionally, the SID Field will allow for an additional nine supplemental entries.





# THE END

